

COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HAWAII 96860-7000

1137

CINCPACFLTINST 5440.3H
(004)
24 JAN 1985

CINCPACFLT INSTRUCTION 5440.3H

From: Commander in Chief U. S. Pacific Fleet

Subj: UNITED STATES PACIFIC FLEET REGULATIONS

1. Purpose. To transmit revised PACFLT Regs. This instruction has been changed in its entirety.
2. Cancellation. CINCPACFLTINST 5440.3G.
3. Scope. Subject regulations shall be applicable within the United States Pacific Fleet. They have, in general, been limited in scope to policy and regulatory matters which are of broad application or interest within the Fleet. Repetition of material which is adequately covered by other directives has been minimized or avoided except to make interpretations considered necessary.
4. Action. These Regulations are effective immediately for compliance by all personnel attached to, or serving with, the United States Pacific Fleet.

Obtained under the
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Nuclear Policy Project



S. R. FOLEY, JR.

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 - 50A Unified Commands (USCINCPAC only)
- Senior Member, Pacific Fleet Propulsion Examining Board; Box 70, Naval Station San Diego,
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Stocked at: Headquarters, Commander in Chief
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CROSS-REFERENCE (LOCATOR SHEET)

Subj: United States Pacific Fleet Regulations (CINCPACFLT Instruction 5440.3H)

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PACFLT REGULATIONS

LIST OF EFFECTIVE PAGES

The following is a list of effective pages in PACFLT Regs after the pages distributed with this list have been inserted. This list is to be used to verify the completeness of PACFLT Regs and to assure that only effective pages are retained and used. This list will be inserted directly after the RECORD OF CHANGES.

If pages are missing after verification, copies may be obtained by letter request to: CINCPACFLT (Code 0041).

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SECTION 1 - ORGANIZATION AND COMMAND

1101. PACIFIC COMMAND. The Pacific Command (PACOM) is a unified command established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Joint Chiefs of Staff. Command relationships and functions within PACOM are summarized in the subdivisions of this section and are set forth in detail in CINCPACINST S3020.2H. Additional information concerning command relationships is available in ANNEX J to CINCPACFLT OPORD 201.

1102. PACIFIC FLEET

1102.1. Composition. The U. S. Pacific Fleet includes all forces and activities, afloat and ashore, which have been assigned to CINCPACFLT by Chief of Naval Operations (CNO). A detailed breakdown of the command, task, and administrative organization of these forces is contained in CINCPACFLT OPORD 201.

1102.2. Changes in Task Force Composition. Changes in task force composition shall be reported by regular movement report. These reports will be classified as warranted by the subject matter.

SECTION 2 - POLICY

1201. BASIC POLICY. Ships, aircraft, and bases of the Fleet shall be organized and maintained at maximum fighting efficiency and in such conditions of readiness as may be prescribed. Principles of organization, conditions of readiness, and basic operational policy of a permanent nature are covered in CINCPACFLT OPORD 201.

1202. EXERCISE OF COMMAND. The senior officer present shall make his presence and status known to all concerned and shall exercise authority as necessary to fulfill responsibility for overall conduct of operations in the immediate vicinity. Seniors in the operational chain of command, while recognizing and carrying out their own responsibilities, must afford wide latitude to the exercise of initiative by the commander at the scene.

1203. STANDARDS OF ADMINISTRATION. Commanders shall exercise initiative in assuming and carrying out responsibilities for general internal administration of forces under their command. They shall give careful attention to performance, results attained, inspections, and reports of readiness and shall take prompt steps to correct deficient performance. In matters affecting forces other than their own, they shall make such recommendations as they may deem appropriate.

1204. UNIFORMITY. In order that PACFLT units may readily be regrouped as circumstances require, organization, methods of administration, and operative procedures shall be standardized. U. S. Navy Regulations, systems command manuals, departmental instructions, Pacific Fleet Regulations, and CINCPACFLT instructions are guides to standard practice and aids to uniformity, coordination, and cooperation. Tactical Warfare Publications shall be employed in achieving standardization of tactics, doctrine, and operating procedures.

1205. LEADERSHIP

1205.1. Responsibility of Commanding Officers. Article 0702.4, U. S. Navy Regulations, 1973, outlines the responsibility of commanding officers with regard to leadership. The commanding officer shall participate personally, on a continuing basis, in improving the leadership within his command. He shall take positive action to ensure that each person in his command who has leadership responsibility is motivated to carry out his leadership duties. The Navy Human Resource Management Support System (HRMSS), established by OPNAVINST 5300.6B, is designed to assist commanding officers in meeting leadership responsibilities. Additional details are provided in CINCPACFLTINST 5300.4B.

1205.2. Responsibility of Fleet, Type, and Special Commanders. Article 0602, U. S. Navy Regulations, 1973, tasks all commanders to ensure subordinate commands are fully aware of the importance of strong dynamic leadership and its relationship to the overall efficiency and readiness of naval forces. Commanders shall review each command's leadership posture as an integral part of military inspections and include their evaluations in inspection reports. ~~OPNAVINST 5300.6B provides details on inspection requirements with regard to Human Resource Management.~~

1206. GENERAL READINESS AND MAINTENANCE. Individual units shall be trained and ready to assume the highest possible degree of effective readiness.

1206.1. Material Maintenance. In apportioning available time, effort, and resources, the prevention and correction of deterioration of structures and machinery which are vital to continued operation shall be given priority. Appropriate emphasis shall be placed on cleanliness and smartness. Preventive maintenance shall be performed in accordance with the PMS Sub-System of the 3-M System.

1206.2. Logistic Readiness. Unless otherwise directed, supplies in fuel, stores, ammunition, provisions, and other logistic requirements shall be maintained as close to designed allowances as practicable. Designed allowances shall be revised as conditions warrant to ensure that material on board is of proper design, fit, quality, and quantity. Levels of supply for PACFLT ships are defined in Appendix 5 to ANNEX D to CINCPACFLT OPOD 201.

1206.3. Training. Each PACFLT unit shall be provided the means and opportunity to train personnel in the proficient operation of material at its disposal. Maximum advantage shall be taken of training opportunities so provided.

1207. MATTERS TO BE REFERRED TO CINCPACFLT. Matters concerning organization, policy, strategy, major operations, readiness of ships, aircraft units, special units, bases for service, and military characteristics of ships, aircraft, and bases shall be referred to CINCPACFLT for consideration before being submitted to higher authority.

1208. CINCPACFLT AND OTHER APPROPRIATE AUTHORITIES TO BE KEPT INFORMED. Commanders shall keep CINCPACFLT and other appropriate higher authorities informed of unusual incidents or conditions, with rapid periodic situation reports as necessary. Reporting requirements for specific incidents and conditions are covered by directives particular to those incidents and situations; however, command attention to the reporting requirements imposed by the following directives will provide an awareness of the scope of material which requires rapid and accurate reporting to higher authority:

- a. OPNAVINST 3100.6C
- b. OPNAVINST C3501.66B
- c. NWP 7
- d. ATP-1
- e. CINCPACFLTINST 3100.7C
- f. CINCPACFLTINST 3480.6C
- g. CINCPACFLTINST C3100.6D
- h. CINCPACFLTINST 5300.3C
- i. CINCPACFLTINST 6240.1B

1208.1. Typical Matters to be Reported. As general guidance to all commanders, the following lists, although not all-inclusive, contain typical matters and situations of which CINCPACFLT wishes to be advised, whether or not a particular situation falls squarely within the provisions of the references cited above:

a. Incidents which may attract national or international attention or incidents which are or could become a matter of military, political, or press interest which is of high Navy, vice national level interest. (Reference: OPNAVINST 3100.6B)

b. Emergencies or casualties of consequence to PACFLT units or supporting facilities, or other conditions or circumstances which adversely affect the state of readiness or the operating ability of Fleet forces. (Reference: OPNAVINST C3501.66B)

c. Major actions taken in preparation for or as a consequence of destructive weather or other disaster, such as typhoon, tornado, earthquake, seismic sea wave, flood, fire, explosion, or collision.

d. Incidents, crises, disasters, or indications thereof, which endanger the security of the United States, its citizens, its forces, or its allies.

e. Civil disturbances, riots, and significant demonstrations.

f. Oil spills which degrade operational readiness or cause serious ecological damage and/or generate a high level of public interest. Minor oil spills will be reported in the format prescribed in CINCPACFLTINST 6240.1B.

g. Bomb threats, if considered valid by the reporting officer, will be reported in an OPREP-3 NAVY BLUE. If evaluated as a probable hoax, report in a Unit Situation Report (UNIT SITREP). (Reference: OPNAVINST 3100.6B)

h. Military operations or unusual incidents, including accidents, which involve Naval personnel or material and which may generate news media inquiries of unusual intensity or nature.

i. All incidents and confrontations which have racial overtones shall be reported immediately by commander's SITREP, informing appropriate seniors in the chain of command. (Reference: CINCPACFLTINST 5300.3C)

j. Other significant incidents, crises, or disasters in which PACFLT forces should or can act.

k. Visits to command or area of responsibility by key officials.

(1) Key officials include the President, Vice President, Cabinet Secretaries, Members of Congress and their staff members, flag/general officers, civilian personnel GS-16 or above, and other visitors of equivalent positions.

(2) Forward to CINCPACFLT, by message, information concerning subject of briefings, areas of special interest, pertinent questions and answers, and other items of interest associated with the visit. Other addressees on this message shall be limited to commands subordinate to CINCPACFLT and shall include both operational and administrative commanders within the PACFLT chain of command.

1. Attendance at symposia or conferences called by higher authority which involve discussions of policy or other matters of interest to CINCPACFLT.

1208.2. Initial Reporting of Incidents to CINCPACFLT. Particular attention is directed to the provisions of OPNAVINST 3100.6B and the requirement therein for telephone reports to the CINCPACFLT Command Center, AUTOVON 941-6656, commercial 808-471-8745, on incidents such as those cited in Article 1208.1 above, security conditions permitting. In all cases, CINCPACFLT will be immediately informed by the most rapid means available.

1208.3. Information to Other Commanders. Forces operating under the operational command of a unified commander shall keep the unified commander similarly informed. When reporting significant incidents such as those discussed above, include addressees as required in accordance with OPNAVINST 3100.6B and CINCPACFLTINST 3100.7C.

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SECTION 1 - CORRESPONDENCE

2101. DEFINITION. The term "correspondence", as used in this section, means all communications, including letters, speedletters, and messages. Where a distinction among the various types of correspondence is intended, it is clearly indicated in the context.

2102. ADDRESSEES AND ROUTING

2102.1. Direct Correspondence Between Type Commanders. PACFLT type commanders are authorized and encouraged to correspond directly with their opposite number LANTFLT type commanders on matters affecting the common type. PACFLT type commanders shall furnish copies of common interest correspondence to their opposite number in LANTFLT. (When such correspondence is addressed to or routed via CINCPACFLT, the originator and each endorser shall furnish an additional copy of his action in order that CINCPACFLT may furnish CINCLANTFLT with a complete copy of the correspondence. PACFLT type commanders are authorized to correspond directly among themselves on matters of common interest.)

2102.2. Originator and Prior Endorsers as Information Addressees. The originator of the basic letter shall be provided an information copy of an endorsement. Prior endorsers shall be omitted as "Copy to" addressees when the text consists solely of "Forwarded" or of any similar word or phrase not expressing an opinion or altering the addressal.

2102.3. Care in Selection of Addressees. Messages and letters expressing opinions or recommendations or discussing a controversial matter shall be stringently limited until a consolidated position has been formulated at the appropriate command level. Exercise of the finest judgment is necessary to ensure that information is brought to the attention of only those who need to know. Officers in command will ensure that "action," "information," "via," and "copy to" addressees of all correspondence are given the same stringent tests for validity and appropriateness as are given to the contents of the correspondence. Further guidance is contained in OPNAVINST 3120.32A.

2103. ACTION

2103.1. Expeditious Processing. Correspondence of all categories shall be routed, processed, and acted upon with the utmost expedition consistent with the nature and relative urgency of its subject matter. Internal administrative procedures shall provide for rapid processing of letters and speedletters as a means of minimizing the necessity for message communications.

2103.2. Deadlines. Unless otherwise indicated, the normal period for release of action on routine precedence messages will be not later than five working days and not more than three working days for priority messages; on speedletters, five working days; and on routine letters, 15 working days. Correspondence shall be acknowledged promptly, giving an estimated date of response, when delay is expected either in a substantive reply or in the accomplishment of indicated action.

2103.3. Where Policy of Higher Authority is Known. PACFLT subordinate commanders and commanding officers shall take final action on correspondence where the pertinent policy of higher authority is known and where the action taken accords with that policy.

2103.4. Recommendations. Recommendations for action by higher authority shall be limited to matters which are beyond the authority or capability of the originator. Letters containing recommendations shall conclude with a paragraph summarizing all recommendations made, with each recommendation separately numbered or lettered for ease of reference. Each forwarding senior shall indicate his complete or partial concurrence or his nonconcurrence in each recommendation, shall take such action on approved recommendations as may be within his authority and capability, and shall state the action he has taken or intends to take. An endorsing senior need not make additional comment on recommendations in which he indicates concurrence unless he considers further information or emphasis to be necessary.

2103.5. Disapproval Action. When correspondence is forwarded to a superior after complete or partial disapproval by a subordinate commander, the disapproving commander shall state the reasons for disapproval, and sign the attendant correspondence.

2103.6. Comment by Information Addressees. On correspondence or messages addressed to CINCPACFLT for action, or upon which CINCPACFLT would normally comment, cognizant PACFLT subordinate commanders who are included as addressees shall take the initiative in forwarding any pertinent comments or recommendations to CINCPACFLT without awaiting a special request. Strict adherence to the deadlines in Article 2103.2, above, is

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essential, and nonreceipt of timely comments will be interpreted by CINCPACFLT to mean "no comment" or "concur." Action items received by subordinate commands and CINCPACFLT concurrently require comment or response by the former to the latter. There are occasions, such as technical or routine matters involving only one type command, where direct response with information to CINCPACFLT is appropriate. Whenever a matter involves policy, innovation, or calls for comments of more than one subordinate command, responses shall be made to CINCPACFLT for consideration and resolution if there are differing points of view.

2103.7. Congressional and Naval Inspector General Correspondence. Any Pacific Fleet command that receives a congressional or Naval Inspector General inquiry, or a request for information on which to base a reply to a congressional inquiry, shall act promptly to provide a factual and complete reply.

a. Correspondence received directly from Members of Congress shall be processed in accordance with paragraph 6 of SECNAVINST 5730.5G, Article 5410120 of NAVMILPERSMAN, and this Article. Copies of all congressional correspondence and replies thereto shall be provided CINCPACFLT (03M).

b. SECNAVINST 5730.5G requires replies to congressional correspondence be forwarded within five working days of receipt, or an interim reply explaining the reason for the delay and establishing a new date for final reply.

c. Replies to a congressional or Naval Inspector General inquiry (or to a request for information on which to base a reply to a congressional inquiry) shall be signed personally by the officer in command of the unit or activity answering the inquiry. All matters and every point or question in the inquiry must be fully covered in the reply, and the content of the reply should be couched so that the recipient can understand it readily. The language and tenor of the reply will be straightforward. The official signing the reply shall ensure it contains no ambiguities.

d. Correspondence from the Naval Inspector General is normally forwarded to Commander in Chief U. S. Pacific Fleet with a copy to the cognizant Echelon Three Commander (e.g., type or numbered fleet commander). Upon receipt of an information copy, the Echelon Three Commander shall immediately initiate appropriate action for direct reply to the Naval Inspector General unless otherwise directed by CINCPACFLT. Responses shall be submitted no later than seven working days prior to the suspense date established by the Naval Inspector General, and copies shall be provided to CINCPACFLT (03M). If it appears that an extension of the suspense date is needed, an interim reply indicating a new suspense date and the reason therefor will be promptly forwarded to the Naval Inspector General with a copy to CINCPACFLT (03M).

e. Echelon Three Commanders may designate a subordinate to respond directly to correspondence from the Naval Inspector General, but in so doing the guidance in Article 13105.1c of these Regulations shall be observed. In addition, the adequacy of the subordinate's response, to include concurrence or nonconcurrence therewith, shall be commented on in a message addressed to CINCPACFLT within five working days of receipt of the subordinate's response. If this is not feasible, an interim message response is required.

f. Naval Inspector General correspondence that forwards Department of Defense "Hotline" complaints shall be processed in accordance with Articles 2103.7c through 2103.7e, and 13106 of these Regulations.

g. Congressional correspondence or inquiries originated from offices in the Navy Department, other than the Naval Inspector General, are usually sent directly to the commanding officer of the unit or activity concerned for determination of the facts and proposed reply. In these cases, Echelon Three Commanders who receive information copies of the correspondence will review complaints and, when deemed appropriate from the nature of the allegations, have a senior (not necessarily the ISIC because he may not be in the area) make the inquiry and respond, or review and comment on the inquiry and response of the commanding officer.

h. Regional coordinators who receive an information copy of Naval Inspector General correspondence shall, when the matter relates exclusively to area coordination, make necessary inquiry and respond directly, copy to CINCPACFLT (03M). Regional coordinators shall also keep numbered fleet and type commanders informed and solicit their counsel and views on matters of mutual interest or concern.

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2104. MINIMIZATION OF PAPERWORK BY CONTROL OF ADMINISTRATIVE ISSUANCES2104.1. Definitions

a. Administrative Issuances. Includes instructions, notices, and change transmittals (the directives system); publications and manuals containing administrative information; and messages and correspondence containing material of a directive nature.

b. Reporting Requirement. An administrative issuance which imposes a requirement for multiple addressees to respond to a request for information or requires an individual addressee to respond repetitively to such a request. This specifically includes messages sent to a group of addressees and messages sent to individual addressees on a periodic, repetitive, or situational basis.

2104.2. Action. Each echelon of command above the individual unit or activity shall:

a. Ensure that incident to preparation of each administrative issuance, it is assessed for impact on the working hours of operating forces. Those issuances which have a definite or potential impact on fleet working hours shall be released only with the specific approval of the officer in command.

b. Indicate approval of a reporting requirement either by assigning a report control symbol or by specifically stating that the report is exempted from report control requirements.

c. Cite the report control symbol of a reporting requirement which is levied by higher authority and redirected to subordinate units or activities.

d. Ensure that no reporting requirement is authorized for a period exceeding three years from date of issuance; where circumstances dictate, notify respondents when a reporting requirement is to be extended beyond the three year authorization period, and state the period of extension.

e. Establish procedures under which originators of proposed administrative issuances assume responsibility for the accuracy of distribution lists so that these lists are based strictly on "need to act" and "need to know."

f. Employ the Standard Navy Distribution List (SNDL Parts 1 and 2) in lieu of locally prepared lists so that all recipients can readily ascertain applicability of the administrative issuance to their unit or activity.

2104.3. Challenging Reporting Requirements. Any command, unit, or activity may challenge a reporting requirement levied by higher authority by forwarding correspondence up the chain of command. The correspondence should state why the reporting requirement should be rescinded (e.g., data or information requested are available from another source available to the requestor).

2104.4. Nonresponse Authority. Units and activities are not required to respond to a reporting requirement which is not symbolized or does not contain a statement of exemption.

2104.5. Exemptions. The following issuances are exempt from the foregoing provisions:

a. Communications actions on declaration of war.

b. MINIMIZE establishment or cancellation.

c. Compromises of classified information.

d. Status changes for Communications Security Material System (CMS) items and cryptographic keying material.

e. Issuances which promulgate information concerning imminent danger to life, health, or property arising from dangerous or defective material.

f. Those establishing defense conditions or alerts of a service-wide nature.

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g. Reports of events or special incidents which may attract national and/or high U. S. Navy interests.

h. Congressional and Naval Inspector General correspondence (Article 2103.7, above).

i. Operational reports flowing within the Navy Command and Control System (NCCS) to support the Commander in planning, directing, and controlling operations of assigned forces pursuant to assigned missions.

2105. PACFLT FORMS MANAGEMENT PROGRAM. In accordance with the provisions of OPNAVINST 5213.1B, the PACFLT Forms Management Program has the following objectives:

a. Ensure that necessary forms and related procedures are developed and designed to make maximum contributions to the operational needs of the Fleet.

b. Eliminate unnecessary and duplicate forms, and consolidate those serving similar functions.

c. Achieve the most efficient production and distribution of forms.

2105.1. Definitions

a. A standardized form is any form analyzed and designed in accordance with Navy standards, with a proper identification symbol assigned.

b. The term forms includes labels, tags, place cards, signs, drawing formats, etc., designed for repeated use regardless of the methods of copy preparation reproduction.

2105.2. Responsibilities. Commanders are responsible for maintaining the Forms Management Program within their commands in conformance with the provisions of OPNAVINST 5213.1B. Guidelines for the establishment and operation of this program are set forth in OPNAVINST 5213.1.

SECTION 2 - MAIL

2201. POSTAL SERVICE. The Navy Postal Service within PACFLT shall be administered and operated in accordance with U. S. Navy Postal Instructions (OPNAVINST 5112.6), PACFLT Regs, and DOD Reg 4526-M, Volumes I and II.

2201.1. Assignment of Responsibility. The postal responsibilities assigned to CINCPACFLT and the overseas force commanders by U. S. Navy Postal Instructions are hereby reassigned to COMNAVLOGPAC, who shall discharge those responsibilities on CINCPACFLT's behalf.

2201.2. Advance Notification of Unit Movements

a. Background. Published operating schedules and movement reports alone do not provide adequate information for the effective positioning of mail. These sources of information must be supplemented by the submission of specific mail routing instructions as far in advance of effective dates as possible. The amount of advance notice needed for mail routing purposes varies with the type of mail concerned. For example, the "pipeline" between the west coast and WESTPAC contains, at all times, three to five days of first class mail and three weeks of surface mail. Advance notice of one month or more provides the optimum lead time for the most efficient mail routing. All communications concerning postal matters shall be sent to/via COMNAVLOGPAC.

b. Responsibility for Effecting Notification. Each ship and unit shall issue mail routing instructions on a continuing basis. Necessary changes to previously supplied advance mail routing instructions shall be submitted as soon as known. Short notice revisions to mail routing instructions may result in delays or out-of-sequence receipt of mail. Specific guidance for the submission of mail routing instructions is contained in COMNAVLOGPACINST 5112.1B.

2201.3. Report of Unwarranted Delay or Failure in Mail Service. All unwarranted delay or non-receipt of mail shall be reported by message to COMNAVLOGPAC PEARL HARBOR HI and CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA. Depending on the area of operation other mail handling activities shall be included as shown:

<u>OPERATING AREA</u>	<u>ACTIVITY</u>
West Coast, U. S. and Alaska	NONE
Hawaii and MIDPAC	FMC PEARL HARBOR HI
Marianas - Trust Territories of Micronesia	NAVSTA GUAM
Australia	FMC PEARL HARBOR HI DET 4 6005AIRPS AMCONSUL SYDNEY AUSTRALIA
New Zealand	FMC PEARL HARBOR HI NAVSUPPFORANTARCTICA DET CHRISTCHURCH NZ COMNAVSUPPFORANTARCTICA
Hong Kong, Japan, Korea, Thailand	FMC YOKOHAMA JA
Philippines	FMC SUBIC BAY RP
Singapore	FMC YOKOHAMA JA FMC SUBIC BAY RP
South China Sea, Indian Ocean area, and East Africa	FMC SUBIC BAY RP NAVSUPPFAC DIEGO GARCIA
Mid-East Area	CDR JT MIL POSTAL ACTY ATL NEW YORK NY CINCLANTFLT NORFOLK VA MEDMAILCOORD NAPLES IT NAVSUPPFAC DIEGO GARCIA

SECTION 3 - PERSONNEL

2301. RESPONSIBILITY FOR PERSONNEL ADMINISTRATION. Responsibility for the general administration of Navy personnel matters within PACFLT is allocated as set forth in the following subdivisions of this article.

2301.1. Functions Reserved to CINCPACFLT. CINCPACFLT will:

- a. Establish military personnel plans and distribution policies for all activities under the Manning Control Authority (MCA) of CINCPACFLT.
- b. Act on personnel matters relating to officers and enlisted personnel.
- c. Act on matters involving manpower utilization and billet allocation.
- d. Establish manning levels for all activities under the MCA of CINCPACFLT.
- e. Act on requests for priority manning and Navy Manning Plan (NMP) adjustments originated by or submitted via the appropriate type commander.
- f. Act on requests for personnel statistical reports submitted by type commanders.
- g. Act on personnel aspects of planning, including personnel mobilization and other plans.
- h. Maintain liaison with other military services, as appropriate, in personnel matters.
- j. Coordinate Fleet and intertype special services matters and activities.

2301.2. Functions Assigned to CG FMFPAC. CG FMFPAC will control the administration and distribution of Marine Corps personnel.

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2301.3. Type Commanders. Each type commander (less CG FMFPAC and COMTRAPAC) shall:

a. Apprise CINCPACFLT of personnel requirements for approved special operations that require special personnel manning.

b. Advise CINCPACFLT of personnel manning developments which will cause an adverse effect on the personnel readiness of their respective units.

c. Evaluate the personnel readiness of units well in advance of deployment and advise CINCPACFLT of recommendations as to the filling of those existing and planned or unplanned (i.e., potential hospitalizations, humanitarians, etc.) projected shortages in ratings considered critical to the readiness of the unit. Critical shortages normally fall into two categories:

(1) Those which impact on the operational capability of a unit, and

(2) Those which affect the health and welfare of the crew. The evaluations should address the extent to which the shortages reduce the operational capability of a unit to train and qualify on board personnel to overcome lost operational capability.

d. Make temporary assignments of officers for training, operational, and administrative purposes.

e. Make emergency assignment of officers, sending a copy of the emergency orders in such cases to COMNAVMILPERSCOM for confirmation, and including within such orders the following language: "By copy of these orders, the Commander Naval Military Personnel Command is requested to confirm the action taken by (title of issuing commander)."

f. Within the bounds of CINCPACFLT policies and directives:

(1) Monitor the distribution of enlisted personnel to units under his command, and advise CINCPACFLT of situations requiring attention of the Fleet Commander.

(2) Maintain liaison with CO, Enlisted Personnel Management Center (EPMAC), where necessary, in enlisted personnel distribution.

(3) Keep CO, EPMAC advised of any enlisted training required on a TEMDUINS basis not readily identifiable by NEC.

(4) Initiate, supervise, and correlate on board training programs to meet the requirements of, and quota calls levied upon, his command.

2301.4. Commanding Officer, Enlisted Personnel Management Center (EPMAC) will:

a. Advise CINCPACFLT on matters concerning enlisted personnel manning and submit recommendations concerning policy, plans, procedures, and actions with respect to such matters.

b. Act as CINCPACFLT's enlisted personnel representative on manning matters for all activities under CINCPACFLT's manning control ensuring maintenance of the manning level of each activity as established in CINCPACFLT's manning plan.

c. Communicate all rated enlisted personnel requirements to COMNAVMILPERSCOM via personnel requisition for all activities under the manning control of CINCPACFLT.

d. Detail seamen, firemen, and airmen to all activities under CINCPACFLT's manning control in accordance with CINCPACFLT's manning plan.

e. Recommend to CINCPACFLT courses of action to meet immediate personnel requirements for special operations or critical unplanned personnel losses.

2301.5. Changes in Details to Duty. Article 0833, U. S. Navy Regulations, 1973, governs changes in details to duty.

2302. MANPOWER REQUIREMENTS AND AUTHORIZATIONS

2302.1 Manpower Authorizations. The basic reference regarding manpower authorizations is OPNAVINST 1000.16E. This document is a comprehensive manual which encompasses all aspects of manpower programming; strict adherence to the direction and procedures specified therein is directed. A request for a revision to a Navy Manpower Authorization (MPA)

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shall be addressed to CINCPACFLT (Code 72) via the appropriate chain of command in accordance with OPNAVINST 1000.16E, Chapter 9. Billet reviews shall be conducted annually to validate authorized manpower; requests for revisions shall be justified in terms of changes to missions and functions or explanation of why a billet is misclassified. Shore activities requesting manpower in excess of manpower authorizations shall separately submit a change to the SHOROC Required Functional Capabilities (RFC) in accordance with the SHOROC Dictionary, OPNAV 5310 (current edition) to quantify new workload parameters. The mobilization portion of the MPA shall be included in the annual review and changes submitted in accordance with OPNAVINST 1000.16E, Chapter 7. Submission of manpower change requests, other than once annually, must be justified on the basis of changes in mission or functions beyond the control of the activity.

2302.2 Navy Manpower Engineering Program (NAVMEP). NAVMEP is a manpower management program which provides the capability for planning, programming, and budgeting manpower resources required to support the Navy's mission afloat and ashore. NAVMEP includes the following:

a. Ship Manpower Document (SMD) Program. Specific procedures for the determination of ship manpower requirements are delineated in OPNAVINST 5310.19. Commanding Officers will review draft SMDs immediately upon receipt and will submit comments promptly, but not later than 20 days after receipt of the draft SMD. Comments on the draft SMD will be forwarded to CINCPACFLT (Code 72) via the TYCOM. A copy of the review comments may be sent to other intermediate levels of command. Rapid documentation of manpower requirements is essential to a responsive manpower assignment system. To achieve this goal, the final work up of the SMD will commence not later than 80 days after the mailing date of the draft SMD. It is therefore necessary that review comments be initiated and acted upon by the chain of command as quickly as possible. If determined necessary, an on-site fleet review may be requested by any level of command. This request shall be submitted by message to CINCPACFLT not later than 10 days after receipt of the draft SMD.

b. Squadron Manpower Document (SQMD) Program. Specific procedures for the determination of squadron manpower requirements are delineated in OPNAVINST 5310.21. The surveyed squadron will advise COMNAVAIRPAC, via the chain of command, not later than 10 days after receipt of the draft SQMD if an on-site review is necessary or feasible. COMNAVAIRPAC will coordinate on-site reviews with CNO (OP-11E). If CNO (OP-11) approves the on-site review request, the surveyed squadron should be prepared to present and justify desired changes to the draft SQMD. A list of reclama items, keyed to the billet sequence numbers displayed in the draft SQMD, should be submitted by message within 20 days of receipt of the draft document to CNO (OP-11) and the appropriate warfare sponsor CNO (OP-50/59); information copies should be forwarded to the chain of command, NAVMEC DET San Diego, and NAVMEC. In the event an on-site review is considered not feasible or unnecessary, the surveyed squadron will submit a written reclama, keyed to the billet sequence numbers displayed in the draft SQMD with documented justification, via the reviewing chain of command, to CNO (OP-11) with copies to NAVMEC and NAVMEC DET San Diego. Squadron reclaims and all endorsements shall arrive at CNO (OP-11) not later than 120 days after receipt of the draft SQMD. Accordingly, the squadron review shall be completed within 20 days.

c. Shore Manpower Document (SHMD) Program. The SHMD Program is designed to determine and document manpower requirements for shore commands and other operating and general support forces. SHMD is a triad comprising Shore Required Operational Capabilities (SHOROC) tasking phrases, Staffing Standards, and Efficiency Reviews. Specific procedures for SHMD are delineated in OPNAVINST 5310.12E and 5310.14A.

d. Command SHMD Coordinators. Ashore organizations and other operating and general support forces covered under SHMD shall designate a SHMD Coordinator and, as necessary, Department Representative. These activities shall develop and use a system for accurate and timely submission of Data Calls, SHOROC Reports, and other SHMD tasking to CINCPACFLT via the applicable TYCOM (except those Echelon 3 commands and activities reporting directly to CINCPACFLT). As a minimum, the following requirements and responsibilities are assigned:

(1) Use the SHOROC Dictionary, OPNAV 5310 (current edition) for SHOROC inputs.

(2) Update SHOROC tasking as changes occur. Annually, verify that all SHOROC Data is up-to-date.

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(3) Permit the SHMD Coordinator to interface with department representatives and other key personnel in the command to ensure accurate quantitative and qualitative reporting of SHOROC data.

(4) Respond accurately and rapidly to data calls and other SHMD tasking.

(5) Ensure an efficient correspondence handling system in order to meet SHMD milestones and suspense dates.

(6) Maintain an ongoing program to ensure that military and civilian billets/positions are assigned the correct Billet Occupational Classification Codes (BOC) in accordance with the SHOROC Dictionary, OPNAV 5310 (current edition). This should be performed in conjunction with the submission of new or revised SHOROC tasking.

(7) Consult with a CINCPACFLT Manpower Field Coordinator, as necessary and where available, to obtain guidance and assistance in SHMD and other manpower matters.

e. CINCPACFLT Manpower Field Coordinators. Manpower Field Coordinators are presently located at COMUSFAC Subic Bay, COMNAVFORJAPAN, and COMNAVBASE San Diego. They are responsible for coordinating all CINCPACFLT Total Force Manpower related efforts within their geographical area of responsibility. Duties and field services are governed by CINCPACFLTINST 5310.7.

2303. ENLISTED PERSONNEL DISTRIBUTION AND MANNING. CINCPACFLT, through CO, EPMAC, maintains "manning control" over all activities coming under CINCPACFLT Manning Control Authority (MCA). Problems relating to an activity's personnel readiness or status, either in numbers or quality of enlisted personnel assigned or projected, are a CINCPACFLT responsibility. Those problems related to the detailing (issuance or orders) of an individual are a COMNAVMILPERSCOM responsibility and as such are handled by individual rating detailers in NAVMILPERSCOM. Pacific Fleet activities shall direct all communications concerning command manning problems to CO, EPMAC (as CINCPACFLT's manning control representative) and include, as appropriate, CINCPACFLT and the type commander as information addressees. Problems related to individual assignment shall be directed to COMNAVMILPERSCOM for rated and designated personnel and to CO, EPMAC for nondesignated personnel. All requests for priority manning one and two will be submitted to CNO via appropriate TYCOM and CINCPACFLT. MCA priority three manning, special manning, or NMP adjustment requests will be submitted to CINCPACFLT via appropriate TYCOM.

2303.1. Stability of Assignment. Stability of officer and enlisted personnel shall be maintained to the maximum extent possible. To this end, the following guidelines are effective in the Pacific Fleet.

a. To minimize short lead time transfers, temporary additional duty (TEMADD) of personnel to fill critical vacancies will be held to an absolute minimum. CINCPACFLT approval is required on all TEMADD requests.

b. The following guidelines in effecting or recommending to COMNAVMILPERSCOM intra-fleet (lateral) transfers shall be adhered to:

(1) Reassignment is to a valid "N" or "P" requisition.

(2) Reassignment shall normally be within the same home port/corporate limits but may, on occasion, be outside this area.

(3) A minimum of 12 months obligated service remaining upon transfer will remain the goal; however, in zero cost/same home port and area transfers, personnel with seven months of obligated service remaining may be considered for transfer.

(4) PCS funds may be expended, depending upon the review of each individual case.

(5) In order to reduce PCS expenditures and imposition of hardships, transfers within a corporate area but between manning control authority composites may be considered.

2303.2. Overseas Screening for Enlisted Personnel. Commands will strictly comply with the provisions of NAVMILPERSCOMINST 4650.1 and NAVMILPERSCOMINST 1300.26F when a transfer directive to an overseas activity is received. Commanding officers will ensure that members and their dependents are screened in order to determine their suitability for

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overseas duty and will forward positive certification of suitability or unsuitability to COMNAVMILPERSCOM (EPMAC in case of nondesignated SN/AN/FN). CINCPACFLT will be information addressee only in those cases where personnel are found unsuitable. Overseas activities with enlisted personnel determined unsuitable for continued service as a result of his/her own and/or his/her dependents' actions will promptly submit a letter or message report to COMNAVMILPERSCOM (EPMAC in case of nondesignated SN/AN/FN). CINCPACFLT and EPMAC (when not action addressee) will be information addressees.

2304. INDOCTRINATION OF NEWLY REPORTING PERSONNEL. Units shall establish an indoctrination program to assist newly reported personnel in adapting to their new unit's routine.

a. In order that they establish what should be a career-long respect for the chain of command, junior enlisted personnel should receive command determined training presented by only key members of that unit's chain of command; i.e., commanding officer, executive officer, command master chief, etc. Topics should include, as a minimum, adequate discussion of the following:

- (1) Command mission and operating schedules
- (2) Unit organization and functions of the chain of command
- (3) Physical orientation of the station/ship/squadron area
- (4) Battle stations, damage control, and watch standing organization as appropriate
- (5) Command standards relating to professional performance, military conduct, and personal grooming
- (6) Normal routine

b. Senior enlisted personnel and junior officers should receive a modified/shortened version of the preceding presentations but should, in addition, receive instruction in the following areas:

- (1) Administrative personnel support procedures relating to pay, service, and health records and preparation of evaluations/fitness reports
- (2) Command/local staff specialist services available and the proper procedures for obtaining their assistance in personal or command matters
- (3) Functions of all command departments and any interrelated responsibilities
- (4) Review of the Navy Affirmative Action Plan
- (5) Retention team responsibilities of all members of the command
- (6) Educational and advancement opportunities/procedures

c. The above program is designed to outline minimum requirements that will serve the dual purposes of both introducing the new unit member to his/her environment while establishing the responsibility of chain of command to support personnel within that chain. Commands may tailor indoctrination programs to meet their specific needs, but in no case shall the indoctrination process extend more than 30 days after the member has reported. In commands where the turnover is small, one-to-one briefing programs may be most appropriate and might well be included in the check-in procedure for more senior individuals.

2305. ASSIGNMENT OF PERSONNEL TO FOOD SERVICEMAN DUTIES. Article 620.7.6c of OPNAVINST 3120.32A prescribes certain criteria for detailing of personnel to the Supply Department for temporary duty as food servicemen. Personnel shall not involuntarily be assigned a second tour without the approval of the executive officer and not until all nonrated personnel of the command have performed at least one tour of food serviceman duties. Personnel may, however, voluntarily extend their tours or serve subsequent tours as food servicemen and become a core or nucleus, thereby providing continuity to the food service organization. The encouragement of such a nucleus will supply stability to the food service organization and commensurately reduce to some degree the transient nature of mess

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duties and the requirements for constant turnover for food servicemen. (An individual who does volunteer for extended tours or subsequent tours in food service should have suitable remarks recorded as a page 13 service record entry in the same manner as is done for those involuntarily extended.)

2306. PERSONNEL INSPECTIONS. The maintenance of a command personnel inspection routine, as outlined in a variety of regulatory and advisory publications, is an important function of command. Such inspections should not become perfunctory and their scheduling should take into account the considerations of operating tempo, leave and liberty schedules, and working hours and conditions. Inspections should, when appropriate, be combined with awards ceremonies, Commendatory Mast, etc.

2307. COMMUNICATIONS WITH THE COMMANDING OFFICER. Requests by individuals to communicate directly with the commanding officer shall be processed expeditiously and in consonance with Article 0727, U. S. Navy Regulations, 1973.

2308. SPECIAL REQUESTS BY INDIVIDUALS. Special requests other than to communicate directly with the commanding officer shall be processed expeditiously and in consonance with Article 520.63, OPNAVINST 3120.32A. Requests that have not been favorably resolved at a lower echelon shall not be delayed or prevented from reaching the executive or commanding officer. Action to the contrary at any echelon of command is susceptible to punishment under the Uniform Code of Military Justice. All requests that are resolved in a manner unfavorable to the individual submitting the request shall be annotated to indicate the reason for the adverse judgment and shall be retained for record purposes for six months. Commanding officers shall periodically review these refused requests to ascertain the consistency of actions taken with command policy.

2309. PROFESSIONAL DEVELOPMENT

a. A formal board will be established within the operating units and shore activities of the Pacific Fleet. The primary purpose of the board is to provide a visibly fair and impartial opportunity for all nondesignated, nonrated personnel to attain positions of greater responsibility which are commensurate with their potential and consistent with Navy/command manning requirements. Additionally, commanding officers may use the board as an intermediate quality control screening device in matters relating to the professional development of career personnel. The board will consist of officer and enlisted members representing a broad spectrum of Navy occupational skill fields. Members will be selected on the basis of their experience, leadership prowess, and demonstrated professionalism in the technical aspects of their rating specialty. Division officers shall accompany their personnel in all appearances before the Professional Development Board. Board procedures shall be an item for command/administrative inspections.

b. In carrying out its functions as a board which monitors striker progress, the following guidelines shall apply:

(1) The command career counselor will be a permanent member of the board.

(2) All newly reported, nondesignated personnel will be interviewed by the board within six weeks of reporting.

(3) The board will meet at regular intervals.

(4) The board will make recommendations to the commanding officer for the striker designation of individuals meeting all requirements as prescribed in current directives.

(5) The board will consistently utilize OPNAVINSTs 1160.4B and 1430.5 to ensure that all recommendations are sensitive to Navy manning requirements as well as to the command's immediate manning needs.

(6) The board will review all requests for change in striker status. Requests which are denied by the board will be forwarded to the commanding officer for final resolution and, if ultimately denied, the individual will be fully apprised of the reason for disapproval.

(7) Commanding officer approval of board recommendations for striker designation constitutes a definite commitment to a compatible occupational goal and is the desired product from the board.

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(8) A vigorous follow-up program will be established which is designed to aid and encourage all strikers to make progress toward advancement into their selected rating.

(9) The monthly MPMIS Report 1306-T081 EPMAC will be utilized by the board to identify personnel with 18 months active duty service whose advancement progress does not meet the E-3 goal by the 18th month of active service point.

(10) The board will monitor closely those designated strikers who fail to meet the 18 months E-3 goal with possible recommendations to the commanding officer for removal of their striker designation, giving every consideration to extenuating circumstances.

c. Commanding officers may determine that the board can be of assistance in reviewing special requests from career personnel. In the case of requests for special programs, advanced training, and other programs which require command assessment/endorsement, the board may be tasked to provide recommendations to command. Particular emphasis should be placed on assisting an individual in his career development and matching individual aspirations with program requirements. The following are some of the areas where board review/recommendation may be appropriate:

(1) Enlisted applicants for officer programs

(2) Requests for STAR, SCORE, and other advanced or special schooling

(3) Requests for rating conversion

(4) Requests for assignment to special types of duty, such as overseas, recruiting/counseling, etc.

d. Small units and shore activities (less than 100 personnel or those having no allowance for nondesignated, nonrated personnel) may be exempt from the above as determined by their type commander. However, formal procedures for the screening of strikers and applicants for career enhancing programs will be established to ensure that each individual is apprised of existing opportunities.

2310. UNIFORM FOR TRAVELING IN GOVERNMENT OWNED OR OPERATED AIRCRAFT. Personnel traveling in government owned or operated aircraft will wear the appropriate uniform of the day for their destination (or optional service dress blue) unless authorized in their orders to wear civilian clothes. The authorization to wear civilian clothes is limited to situations where there are extenuating local circumstances, or are required by other regulations. Personnel in a leave status will be in uniform while traveling on government owned or operated aircraft unless civilian attire is required by the USAF Foreign Clearance Guide.

2311. RECOGNITION FOR OUTSTANDING INDIVIDUAL PERFORMANCE. Commanding officers should seek every available opportunity to recognize outstanding performers through personal awards and other recognition programs (e.g., Sailor of the Month/Quarter/Year, letters of commendation or appreciation, Food Service Attendant of the Month, awards mast, etc.). Commands are further encouraged to give tangible rewards to personnel as part of these recognition programs. Policy guidance for tangible rewards is given in the following sub-articles.

2311.1. Items from Internal Navy Sources. There are many locally-controlled benefits that do not involve funding, e.g., preferred parking space, head-of-line privileges, special liberty, pressing of uniforms, participation in special ceremonies as representative of command, excusal from inspection, picture on quarterdeck, special mention in command newspaper/POD or appropriate coverage in other media, special command name tag denoting award, or a special event of honor awardee (picnic, dinner with Commanding Officer). Any of these economical rewards are encouraged. Rewards involving expenditure of O&MN funds, such as certificates for Sailor of the Month/Quarter/Year, military medals as awards, and trophies as rewards for seamanship contests, may also be authorized within the constraints given in SECNAVINST 3590.4A. Many other types of rewards may also qualify for the use of OPTAR funds, and may be requested if not already covered by a flag officer's directives. Care must be taken to ensure that the written justification complies with the following guidelines, based on statutory limitations, when using government funds to purchase award items.

a. Plaques and similar devices may only be awarded to personnel for excellence in accomplishments and competitions relating to functions of the armed forces. Awarding of

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medals, trophies, badges, and similar devices for excellence in accomplishments and competitions must be relative to programs officially established and announced, and generally of a continuing nature. Awards may be made on a case basis where the accomplishment: (1) is unique, (2) clearly contributes to increased effectiveness or efficiency, and (3) is not covered in implementing instructions (but clearly falls into the category of excellence in accomplishment and competition). Selection criteria should prevent one individual or unit from being selected to receive two awards for the same action when other candidates are equally qualified. Examples include sailor of month/quarter/year program and excellence in functional inspections.

b. Items to be presented based solely on retirement of military personnel are limited to medals, badges, and buttons; plaques are not authorized. There are no provisions for military service longevity awards. End of tour (transfer/reassignment) alone is not justification for an award. However, plaques/medals/badges/buttons may be given at end of tour if awarded for superior professional performance. U. S. flags and U. S. Navy flags are for official use only. Statutory limitations preclude awarding these flags to individuals to recognize exceptional performance/contribution, or on retirement.

c. Use of appropriated funds is not authorized to procure awards made in connection with sports and other welfare and recreation activities. Use of recreation funds for "military proficiency awards and incentive awards" is expressly forbidden by BUPERSINST 1710.11. Uniform items (including insignia) may not be purchased from any government fund for presentation as awards.

d. In accordance with CINCPACFLTINST 12451.1, cash awards may be granted under the beneficial suggestion/awards program to both civilian and military personnel for suggestions, inventions, or scientific achievements which contribute to efficiency, economy, or other improvements of operations.

e. CINCPACFLTINST 12451.1 provides implementing guidance for honorary recognition of civilian employees performing a special act or service in the public interest related to employment. Honorary awards to civilian personnel are appropriate in recognition of continued distinguished service, singular achievement, or an act of personal heroism. Plaques may be considered as appropriate awards procured with appropriated funds in these cases. The Navy's incentive award program also provides for use of honorary awards to civilians for exceptional and meritorious services. Various awards, e.g., medal, rosette, lapel bar, and certificates, are stipulated as appropriate in these categories.

f. CINCPACFLTINST 12451.1 also provides that Navy civilian employees of 10, 20, 30, 40, 45, and 50 years will be awarded lapel emblems indicating the number of years of completed service. Awards for 40, 45, and 50 years service will be accompanied by a certificate signed by SECNAV.

g. Purchase of memorabilia for presentation to non-DOD personnel is authorized pursuant to directives governing official representation funds, external public affairs, and community relations activities.

h. Where an award is stipulated in regulations (e.g., lapel bars), no other awards are authorized.

i. The terms "similar devices" or "similar items" permit local judgement of appropriate award. Authorized award should not have intrinsic value and should serve only the function of displaying bestowed honor. Plaques do not have intrinsic value; national ensigns, cigarette lighters, jackets, etc., are examples of items which have intrinsic value.

2311.2. Items from Commercial Sources. In general, Navy policy on acceptance of gifts (SECNAVINST 4001.2E) and standards of conduct (SECNAVINST 5370.2G) prohibit naval personnel, their spouses, or Navy commands from soliciting any gratuity on their own behalf from a commercial enterprise (particularly defense contractors). Unsolicited gratuities are also generally unacceptable. A "gratuity" is defined in SECNAVINST 5370.2G as "... any gift, favor, entertainment, hospitality, transportation, loan, or any other tangible item, and any intangible benefit - for example discounts, passes, and promotional vendor training - given or extended to, or on behalf of, Naval personnel or their spouses, minor children, or households, for which fair market value is not paid by the recipient or the U. S. government." However, as individuals, naval personnel and their spouses are permitted to accept "... trophies, entertainment, prizes, or awards for public service or achievement" from any commercial enterprise (including defense contractors). Thus,

certain gratuities may be accepted by personnel as individuals, but these items may not be solicited or accepted for them by their command. An additional complicating factor arises on what the public perception will be of such activity. To avoid even an appearance of impropriety, all commands in the Pacific Fleet will ensure that these "trophies, entertainment, prizes, or awards" are received by individuals and not on behalf of an individual by a command or the Department of the Navy. Such reward items will be accepted only by a deserving individual from an organization that does not have direct commercial interests; for example: Fleet Reserve Association, Non-Commissioned Officers' Association, Navy League, or local civic organizations promoting good citizenship such as Lions, Rotary, and Kiwanis. Commands shall avoid actions which the public may incorrectly perceive as constituting solicitation of commercial organizations. Public announcements and news releases shall attribute the award to the nonprofit organization and not to any commercial enterprise even if the award was originally given to the nonprofit organization by a commercial entity. Commanders may discuss with nonprofit organizations donations of awards; however, command personnel may not solicit or deal directly with a commercial concern willing to donate a reward, and must not specifically request any other organization do so on the command's behalf or on behalf of an individual in that command. Nonspecific support may be requested for recognition programs from nonprofit organizations such as those listed above.

2311.3. General Guidance

a. Gifts must not be given, nor appear to be given, in exchange for any reciprocating favors that might come from a Navy activity whose personnel receive an award.

b. Rewards given must not be, nor appear to be, excessive in value. Each reward must be considered for appropriate value in light of the particular circumstances at hand. Regardless of the particular circumstances, it is Pacific Fleet policy that gifts from a single source with a combined value of more than four hundred dollars are considered excessive.

c. Rewards must be of an appropriate nature in addition to not being excessive. Luncheons, tours, free dinners, tickets to special events, or free use of a car for a week would be examples of appropriate "commercially sponsored" rewards. (Use of a car for one year, or a two week vacation to the Carribean would be examples of excessive gifts. A free weekend at a corporate hunting lodge, a free pass to a stag club, or a case of whiskey would be examples of inappropriate rewards whether or not they were excessive in value.)

d. There are no absolute amount restrictions placed on rewards that naval personnel may accept from a nonprofit organization so long as the award is financed from that organization's fund and is not derived from commercial solicitation. However, the overall character of such gifts, including value, must be considered.

2312. CAREER SEA PAY (CSP) FOR AFLOAT STAFFS. This article designates ship-based staffs eligible for Career Sea Pay (CSP) as required by Military Pay Advisory 47/82 and provides background on CSP entitlement for staffs. It also gives guidance on CSP eligibility for personnel who are on other staffs or attached to commands that are not eligible for CSP.

2312.1. Background. Two major changes in CSP entitlements for staff personnel became effective 1 August 1982. First, only staffs whose primary mission is accomplished underway are entitled to continuous CSP (this entitlement is being formalized by authority of this article). Second, revised criteria have been established for individuals on those designated staffs to allow continuous CSP only for those personnel who serve in the same manner as crew members of the ship in which that staff is embarked. Underlying these changes is a concept that CSP is not compensation for merely being assigned to duty with a sea-going staff but is only allowed for staff personnel who undergo the same type of arduous conditions as experienced by personnel attached to ships themselves. Therefore, on the 31st day of temporary assignment ashore for whatever reason or combination of reasons (TAD, school, conferences, etc.) that individual loses CSP. Ordinary leave is an exception to this and will not cause continuous CSP to stop (DOD Pay Manual refers).

2312.2. Entitlement. The ship-based staffs listed below are certified as having a primary mission that is accomplished underway. Therefore, personnel assigned to these

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staffs are eligible for career sea pay if they meet the remaining criteria contained in CSP rules.

<u>UIC</u>	<u>STAFF</u>
57024	COMSEVENTHFLT
09721	COMCARGRU ONE
09722	COMCARGRU THREE
09723	COMCARGRU FIVE
09724	COMCARGRU SEVEN
55501	COMCRUDESGRU ONE
55780	COMCRUDESGRU THREE
55775	COMCRUDESGRU FIVE
55308	COMPHIBGRU ONE
0114A	COMDESRON FIVE
0116A	COMDESRON SEVEN
0118A	COMDESRON NINE
0122A	COMDESRON THIRTEEN
0124A	COMDESRON FIFTEEN
0126A	COMDESRON SEVENTEEN
0130A	COMDESRON TWO ONE
0132A	COMDESRON TWO THREE
0134A	COMDESRON TWO FIVE
55528	COMDESRON THREE ONE
52725	COMDESRON THREE THREE
52726	COMDESRON THREE FIVE
0172A	COMSURFRON ONE
55297	COMPHIBRON ONE
55298	COMPHIBRON THREE
55269	COMPHIBRON FIVE
55281	COMPHIBRON SEVEN
33043	CINCPACFLT PEB
00070	CINCPACFLT NUCLEAR PEB
52866	COMNAVSURFGRU MIDPAC 1200 PSI MTT
44381	COMNAVSURFGRU WESTPAC ENG MTT
35431	COMNAVBEACH PHIBREFTRAGRU ONE
68767	MILITARY SEALIFT COMMAND, INDIAN OCEAN
45198	COMNAVSURFPAC MTT

(33 STAFFS TOTAL)

No personnel on PACFLT staffs other than the staffs listed above are eligible for continuous CSP. However, personnel from other staffs may be eligible for CSP if temporarily assigned to a qualifying staff or to a ship whose personnel are entitled to CSP. All other personnel (i.e., non-staff personnel) also are eligible for CSP when temporarily assigned to a CSP-qualifying staff or ship as long as they otherwise meet CSP criteria. This list of eligible ship-based staffs is considered to encompass all eligible personnel. However, if other staffs, or portions of a staff, should be considered for eligibility, such requests should be forwarded to CINCPACFLT via the chain of command.

2312.3. Amplifying Guidance

a. A staff designated in paragraph 2312.2 must also be embarked in a flagship. Term "embarked" means flag is broken denoting that that commander considers that ship as his flagship. Notation of this embarkation will be recorded in that ship's deck log. This embarkation procedure of flag flying and formal status recording is mandatory for CSP eligibility. Additional items (staff personnel being recorded on flagship's personnel diary, or staff pay records being held by that flagship's disbursing office, etc.) are not mandatory in determining staff eligibility for CSP. However, such additional items may support the basic fact of flag flying and deck log entry as further indicators that the staff is embarked. Conversely, lack of one or more of these additional items should not mean that staff is not embarked when flag is flying and the deck log shows embarkation has occurred.

b. A designated staff must also be serving in its flagship or other CSP qualifying ship. Term "serving in" means that personnel from that staff have established working spaces in that flagship or other CSP qualifying ship and do not principally use other working spaces ashore. Whether or not those personnel have permanent living

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accommodations in that ship does not enter into determination of "serving in" that ship for CSP purposes. Therefore, only those personnel on a designated staff who have established principal working spaces on board the ship in which the staff is "embarked" or another CSP qualifying ship are eligible for continuous CSP.

c. "Thirty day rule". For personnel serving on designated staffs that are embarked and serving in a CSP-qualifying ship, DOD Pay Manual (DODPM) applies. This means that any period off that ship greater than 30 days will cause CSP to be stopped. The only exception to this is for periods of ordinary or emergency leave. Thus, staff personnel who work ashore or who are otherwise not "serving in" that flagship may not be paid continuous CSP beyond 30 days of such off-ship service (CSP would continue if such off-ship service was performed in another CSP-qualifying ship, however). This is the same principle that is applied to ship's company personnel who serve off their ship whether in TAD status or otherwise (except leave).

d. Staffs must not only be designated but also must be embarked and serving in a category "A" ship, or CSP-qualifying category "B" ship as specified in SECNAVINST 7220.77A. CSP is then payable continuously to CSP eligible personnel up to a point 30 days beyond the time when that staff disembarks to be temporarily based ashore (see DODPM). As an example, a CARGRU staff disembarks a CV and moves to shore offices. CSP continues to be paid to eligible staff personnel up through 30th day ashore if that staff "has landed ashore with intent to return to a ship" (DODPM).

e. The requirement for a flagship may not always be achievable for staffs designated. In those cases (PEB, NPEB, some MTTs, or other staffs ashore for more than 30 days, etc.), staff personnel who do go aboard a ship are considered as shore based personnel who temporarily attach to a CSP eligible ship as all other non-staff personnel in shore commands are considered. Under the DODPM such personnel are eligible for CSP only for actual days they were attached to that ship and lose CSP immediately upon detaching from the ship. Thus, designation of a staff carries no special distinction in these cases because these personnel are considered in the same category as personnel assigned to shore commands or on staffs that have not been designated (COMTHIRDFLT, CONTRAPAC, COMSUBRON XX, COMSERVRON XX, etc.). When this type of non-designated staff embarks in a CSP-qualifying ship, they are considered under the DODPM rule and would receive CSP for those days actually embarked, but not for 30 days after disembarkation (as would be case for staffs designated who met "embarkation" and "serving in" criteria and intended to "return to ship"). If individuals from such a non-designated staff go aboard a CSP-qualifying ship, those personnel are treated in the same fashion as other shore command personnel. This means they report (TAD) to that ship's CO and the DODPM rule applies.

2312.4. Conclusion. The basic concept for career sea pay is to provide compensation for personnel who must endure conditions aboard ship. No differentiation is made in the CSP law between personnel assigned to ship's company and those assigned to a staff embarked in that ship. Therefore, care must be taken to ensure that this important compensation program is not jeopardized by abusive actions that may impact on pay entitlements. If questions arise as to CSP eligibility for staff personnel, application of this principle will usually produce correct answers.

SECTION 4 - LEAVE AND LIBERTY

2401. LEAVE POLICY. To assure equitable administration of leave for PACFLT personnel, Fleet leave policy shall be that established in the MILPERS Manual, as may be modified by NAVREGs, NAVOPs, ALNAVs, ALPACFLTs, or other directives from higher authority, subject to the following regulations and limitations:

a. Leave for Commanding Officers and Officers-in-Charge. Immediate administrative superiors may grant periods not to exceed 10 days. Where emergency leave is warranted, and the immediate administrative superior is not present, SOPA may exercise this authority. The executive officer/assistant officer-in-charge is authorized to authenticate leave authorizations.

b. Leave for Numbered Fleet, Type, and other Commanders of Flag Rank shall be forwarded by message to CINCPACFLT outlining details of proposed leave. Except in cases of dissent, no response will be made by CINCPACFLT, and approval of the leave should be assumed. The chief of staff is authorized to authenticate the leave authorization. Where local conditions dictate a special leave policy, the cognizant numbered fleet, type commander, or immediate area coordinator may request deviation from CINCPACFLT policy

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setting forth the circumstances and deviation desired. A copy of any leave directive issued amplifying or modifying the foregoing shall be forwarded to CINCPACFLT.

c. Leave/TAD for Dual Status Commanders. In the case of commanders serving in a dual status, e.g., USCINCPAC REP PHIL/COMUSNAVPHIL, provide CINCPACFLT and USCINCPAC a joint ACTION message request. CINCPACFLT will evaluate and advise USCINCPAC and the requestor of concurrence/nonconcurrence.

2402. LIBERTY. Liberty shall be administered in accordance with NAVREGS, MILPERS Manual, and directives issued by the senior officer present.

2403. SHIPS IN WESTPAC. In WESTPAC, leave and liberty will be regulated by the commanding officer in such a manner that a minimum of one-sixth of a ship's company of a WESTPAC-deployed or homeported ship will be on board at all times. In determining the size of the duty section, the commanding officer shall be governed by the existing circumstances at the time, including physical security, operational requirements, and personnel readiness.

2404. REENLISTMENT LEAVE

2404.1. Ships in EASTPAC. Requests for reenlistment leave should be given maximum consideration consistent with the operational readiness of the command and as authorized by MILPERS Manual.

2404.2. Ships and Fleet Shore Activities Outside CONUS. Reenlistment leave may be granted at the time of reenlistment except when the individual has less than six months remaining on his current duty tour, in which event the reenlistment leave may be granted upon reassignment. Modification of orders should be requested from EPMAC to provide for the reenlistment leave upon reassignment.

2404.3. Leave in Connection with School Option. Personnel will be granted reenlistment leave as delay in reporting to school, provided such leave is compatible with the convening date of the course of instruction.

2405. EMERGENCY LEAVE. Compliance with MILPERS Manual and instructions of type commanders or area coordinators as to the granting, mode of travel, and accounting data for travel outside CONUS is enjoined. When emergency leave is granted and it is probable that leave alone will not suffice to alleviate the emergency situation, the individual shall be advised of the provisions of Chapter 18, TRANSMAN, concerning requests for humanitarian shore duty while in a leave status.

2406. TRAVEL IN FOREIGN COUNTRIES. Foreign leave travel of active duty Navy personnel will be conducted in accordance with BUPERSINST 1050.11E.

2407. OTHER LEAVE POLICIES. Additional information concerning leave policies as a function of operational schedules and employment is contained in Tab B to Appendix 16 to ANNEX C to CINCPACFLT OPOD 201 and Chapter 3 of NWP-1.

SECTION 5 - RESERVED

SECTION 6 - LEGAL MATTERS

2601. GENERAL. Each commander and commanding officer must be continuously alert to prevent or curb illegal activity within his command. In order to maintain good order and discipline, commanders and commanding officers must obtain the full support and cooperation of all officers and petty officers of their commands. Once illegal conduct has been detected, immediate action should be taken to investigate the circumstances and identify persons involved. When there exists a need for disciplinary action, such action as may be appropriate in the circumstances shall be promptly initiated at the lowest appropriate level of command and shall be processed to a conclusion as expeditiously as possible consistent with due process and the rights of the individuals involved.

2601.1. Area Coordination. Regional and local coordinators designated in CINCPACFLTINST 5400.12J who exercise general court-martial jurisdiction are designated to perform those military justice and other legal functions assigned to CINCPACFLT as area coordinator by the JAGMAN.

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2602. MILITARY JUSTICE

2602.1. Pretrial Confinement. Commanding officers and officers-in-charge will not place personnel under their command in confinement awaiting trial unless the circumstances clearly indicate that imposition of a lesser degree of restraint, or no restraint, will not suffice to ensure presence of the individual at trial or prevent serious criminal misconduct. Pretrial confinement will be held to an absolute minimum by expeditious completion of pretrial procedures and the trial itself. Within 72 hours after placing an accused in pretrial confinement, commanding officers and officers-in-charge must review that decision to determine if further confinement is warranted, and, if so, prepare a memorandum in accordance with R.C.M. 305 and forward same to the initial review officer designated under JAGMAN 0117. No accused shall be held in pretrial confinement in excess of 90 days for the same or related charges (see R.C.M. 707 for excludable time in computing the 90 days). In computing pretrial confinement time, it is important to note that confinement in civilian jails in connection with military related offenses (e.g., unauthorized absence) is considered to be pretrial confinement for court-martial purposes. Clarification of the reason for civilian confinement must be obtained, where applicable, to permit an accurate calculation of pretrial confinement served and to avoid running afoul of the 90-day speedy trial rule. Type commanders, regional coordinators, and local coordinators exercising general court-martial jurisdiction will monitor Brig Prisoner Status Reports to ensure compliance with the foregoing and prompt disposition of cases.

2602.2. Management Goals for Processing Courts-Martial. OPNAVINST 5810.3A/JAGINST 5810.1 established time goals for processing courts-martial from initial knowledge of a suspected offense and identification of a suspect through final appellate review of the record of trial. These goals, applicable to all courts-martial initiated by referral of charges on or after 1 August 1984, are a management tool intended to facilitate monitoring of performance by commands involved in the convening and review of courts-martial. Data collection and transmission will be accomplished through the JAG Management Information System. However, all PACFLT commands involved in the convening and review of courts-martial are required to ascertain and record specified dates in the court-martial process on forms attached to the original charge sheet for inclusion in the record of trial. These dates and the resultant elapsed days computations will permit CINCPACFLT and subordinate commanders to identify bottlenecks in the court-martial process and take remedial action. It is CINCPACFLT policy that all PACFLT commanders will devote sufficient attention and assets to promote efficiency and avoid unnecessary delays in the processing of courts-martial.

2602.3. Funding of Courts-Martial. The obligation of funds for payment of expenses in conjunction with courts-martial processing, including procurement of necessary witnesses, both military and civilian, is not discretionary except under the most unusual circumstances. Convening authorities will request of their appropriate fund authority the funding to cover all necessary expenses. This authority, in turn, will take expeditious action to make such funds available.

2602.4. General Court-Martial (GCM) Convening Authorities. CINCPACFLT and a number of subordinate PACFLT commanders are authorized to convene GCMs with the derivative authority to review records of trial and to perform certain other functions. CINCPACFLT will exercise his authority to convene courts-martial only under highly unusual circumstances.

2602.5. Processing of Recommendations for General Courts-Martial. Among subordinate PACFLT commanders only certain shore-based commanders are adequately staffed and equipped for the routine conduct of GCM trials. Accordingly, charges, allied papers, and recommendations for the trial of personnel by GCM shall normally be submitted directly to a regional or local coordinator exercising GCM jurisdiction (e.g., COMNAVBASE San Diego), determined by the geographical location or availability of the accused and essential witnesses. Nothing herein shall preclude a GCM authority in the chain of command from directing otherwise. (See R.C.M. 405 and JAGMAN 0118.)

2602.6. Post-trial Processing of Courts-Martial, NJP Appeals, and Action on Requests for Other Than Honorable Discharge in Lieu of Trial by Court-Martial. Review of matters relating to the administration of military justice should be undertaken by GCM authorities within the PACFLT chain of command when to do so will not impact adversely upon the expeditious processing of such matters. Accordingly, it is CINCPACFLT policy that review of special and summary courts-martial, appeals from nonjudicial punishment (except as provided in article 2602.9), and requests for other than honorable discharge in lieu of trial by court-martial will be forwarded to a GCM authority within the PACFLT chain of command having a judge advocate assigned unless geographic or other exigencies indicate

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the case should be forwarded to a regional or local coordinator exercising GCM jurisdiction.

2602.7. Publication of Nonjudicial Punishment Results. Names of persons receiving nonjudicial punishment, offenses, and punishments should be published within 30 days of imposition at quarters, in the Plan of the Day, on ship's closed-circuit television, or by other intra-command communications for deterrent effect. A medium which is read or viewed by other than uniformed personnel shall not be used for publication of nonjudicial punishment results.

2602.8. Publication of Courts-Martial and Civilian Court Criminal Convictions. In order to aid in the deterrence of criminal activity by personnel in PACFLT, names of military persons convicted and sentenced by either courts-martial or civilian criminal courts should be published in the Plan of the Day, at quarters, by ship's closed-circuit television, or by other intra-command communications. The report may contain the name, type of court, offense, and punishment received. CINCPACFLT transmits a monthly ALPACFLT message containing significant convictions/punishments for similar publication.

2602.9. Appeals from Nonjudicial Punishment. Appeals from nonjudicial punishment shall normally be forwarded to the immediate superior in command (ISIC) of the officer who imposed the punishment. The ISIC need not be a GCM authority; however, as required by paragraph 7, Part V, MCM, 1984, before acting on an appeal the case shall be referred to a judge advocate for a legal review. Appeals from nonjudicial punishment imposed by type or other commanders immediately subordinate to CINCPACFLT, but senior in rank to the appropriate regional coordinator, shall be forwarded to CINCPACFLT for adjudication. Appeals from nonjudicial punishment imposed by other commanders/commanding officers immediately subordinate to CINCPACFLT shall be forwarded to the appropriate regional coordinator for adjudication. Procedural guidance is contained in JAGMAN 0108.

2602.10. Military Justice Reports. Copies of all military justice related reports submitted to the Judge Advocate General by officers exercising general courts-martial jurisdiction will be provided to CINCPACFLT. When submitting copies of the Criminal Activity, Disciplinary Infractions, and Courts-Martial Report (NAVJAG 5800/9), attach thereto copies of Unit Supplemental Reports (NAVJAG 5800/9A).

2602.11. Publication of the UCMJ. Article 137, UCMJ, provides that specific articles of the UCMJ shall be carefully explained to each member at the time of his entrance on active duty or within six days thereafter. They shall be explained again after he has completed six months active duty, and again at the time he reenlists. In addition, Article 137, UCMJ, requires that a complete text of the UCMJ and regulations prescribed by the President thereunder (i.e., the MCM) shall be made available to any person on active duty upon his request for his personal examination. MILPERSMAN 1010150 provides, inter alia, that Article 137, UCMJ, shall be complied with for each enlistment, extension of enlistment (voluntary or involuntary), and upon completion of six months active duty, and that each time Article 137 is complied with, the various types of discharge certificates and the basis for their issuance shall also be explained.

2602.12. Publication of Available Legal Services. Regional and local coordinators exercising GCM jurisdiction, in conjunction with Naval Legal Service Offices, shall ensure the annual publication of information concerning legal services available to commands within their assigned geographical area of responsibility.

2603. FACT FINDING BODIES. Courts of Inquiry and Investigative Boards shall be convened, conducted, reported, and processed in accordance with chapters II through X of the JAG Manual, as applicable, and as amplified herein.

2603.1. When Required. Because of the great variety of incidents and circumstances with which a commander may be confronted, and varying degrees and levels of administrative interest in such incidents and circumstances, no hard and fast rule can be laid down to govern the necessity of investigative action in accordance with the JAG Manual. Many of the specific circumstances in which the appointment of a fact-finding body is indicated or required are set forth in chapters II, VIII, and IX of the JAG Manual. In addition, and without intending to establish a complete or exclusive listing, a fact-finding body should normally be convened to inquire into any substantial property loss or damage and/or serious injury or death when it appears the incident may have been caused through (1) the culpability of naval personnel; (2) defective naval design, specification, or installation; or (3) unsound operating doctrines or procedures. Investigation requirements in

connection with efforts to eliminate fraud, waste, and abuse are addressed in Chapter 13 of this instruction.

2603.2. Convening Authorities. The general principles governing the determination of responsibility for ordering a fact finding body are set forth in section 0207 and chapter IX of the JAG Manual. The convening authority shall in each case be a commander or commanding officer sufficiently isolated from the incident to be investigated that it cannot reasonably be foreseen that his personal performance will be called into question in the matter. CINCPACFLT will convene fact finding bodies only with respect to (1) incidents occurring within his own staff, or (2) in special cases in which it would be inappropriate for a subordinate commander to do so.

2603.3. Completion of Reports of Investigation (ROIs)

a. Deadlines. In cases which do not involve the death, disappearance, or serious injury of Naval personnel, the ROI should be completed and forwarded to the convening authority within 30 days of the incident, absent unusual circumstances, as required by NAVOP 059/83. For cases involving the death, disappearance, or serious injury to Naval personnel, NAVOP 059/83 mandates completion and forwarding of the ROI to the convening authority within 30 days of the incident unless the convening authority has obtained express authorization in advance from his ISIC to exceed the 30 day limit. All such requests and authorizations to exceed the 30 day limit shall be made enclosures to the ROI. In accordance with JAGMAN 0810, death ROIs shall not be delayed to await final autopsy reports, autopsy protocols, death certificates, or similar documents unless their inclusion is absolutely essential to the report. Rather, the unavailability of these documents should be noted in the ROI and forwarded by separate correspondence when available.

b. Message Reports

(1) For all cases involving the death of Naval personnel, MILPERSMAN 4210100 (Item PAPA) requires a Status Investigation Report (SIR) every 14 days. The SIR is a routine naval message to COMNAVMILPERSCOM with JAG and intermediate reviewing authorities as information addressees. Responsibility for submitting the SIR rests with the convening authority or subsequent holder of the original ROI, and will cease once the ROI has been forwarded to the next higher level of review, at which time the reporting responsibility will be assumed by the receiving review authority.

(2) In the case of incidents which involve significant public interest and/or require immediate corrective action, a message report of the preliminary findings of fact, opinions, and recommendations shall be transmitted to CINCPACFLT and cognizant PACFLT commanders. It shall include recommended actions and lessons learned which warrant expeditious dissemination prior to completion of the ROI.

(3) Immediate message or telephonic reports (A/V 221-9744) to JAG are required by JAGMAN 1206 for all incidents involving a possible admiralty claim for or against the government.

c. Routine Copies of the ROI. Convening authorities will ensure that one complete copy of the ROI is forwarded with the original for each intermediate reviewing authority, and an additional copy for JAG (three copies for JAG in death cases).

d. Advance Copies of the ROI. In accordance with JAGMAN 0211, for reports of incidents which the convening authority considers the Navy Department should have advance information of, he shall forward an advance copy to JAG. This includes, but is not limited to, all death/disappearance cases and all incidents involving a possible admiralty claim. In cases involving material damage to ships, submarines, or other Government property (except aircraft), an advance copy will be sent to Commander, Naval Safety Center. Subsequent endorsers shall forward advance copies of their endorsements as above.

2603.4. Review

a. Content

(1) The convening authority and each reviewing authority shall endorse his action upon the investigative report. Such endorsement shall set forth his comments and shall record his approval or disapproval, in whole or in part, of the proceedings, findings of fact, opinions, and recommendations of the fact-finding body.

(2) The required expression of approval or disapproval of the proceedings, findings, opinions, and recommendations constitutes a formal expression of the views of the particular reviewing authority. It does not constitute an ultimate determination of the validity of the findings, opinions, or recommendations, and it is in no sense an authoritative overruling of contrary expressions which may be contained in the endorsement of a prior reviewing authority who is senior. CINCPACFLT expects each reviewing authority to comment upon matters within his cognizance frankly and objectively, even though his opinions may conflict with the opinions of a prior reviewer who is senior.

(3) In the event the investigative report or endorsements thereto contain approved recommendations that have not been acted upon, specific comment shall be made by each reviewing authority as to the appropriate method of implementation, including either designation of a subordinate command to undertake action, notation that action will be taken by the reviewer, or recommendation made as to how action should be implemented by higher authority. An intermediate reviewing authority who is junior is not required to, and should not, "approve" or "disapprove" of action which may have been taken by a prior reviewer who is senior. He is encouraged, however, to express any contrary opinions and recommendations.

(4) Where the conclusions of a junior reviewing authority would lead to results different from or contrary to those achieved by a prior reviewing authority who is senior, the fully reasoned difference of opinion should be endorsed forward, with appropriate recommendations, to CINCPACFLT for resolution. The operational and administrative chains of command merge at the CINCPACFLT level. All PACFLT commanders, whether operational or administrative, are assured that respective views are given due weight in determining CINCPACFLT's ultimate action, regardless of the order of expression.

b. Completion of Review. In cases which do not involve the death, disappearance, or serious injury of naval personnel, review at each level should be completed in 30 days, absent unusual circumstances, as required by NAVOP 059/83. For cases involving the death, disappearance, or serious injury of naval personnel, NAVOP 059/83 mandates completed action by each reviewing authority within 20 days of receipt of the ROI unless express authorization in advance has been obtained from the ISIC to exceed the 20-day limit. All such requests and authorizations to exceed the 20-day limit shall be made enclosures to the ROI. Reviewing authorities will assume, in turn, the SIR reporting responsibility addressed in section 2603.3b(1) of this instruction. For death, disappearance, and serious injury cases, redundant review shall be avoided to expedite receipt of the ROI by JAG. Normally, review by one Flag Officer in the chain of command should suffice. See section 2603.5.

2603.5. Routing

a. General. Except as provided in JAGMAN 0211, every investigative report by a fact finding body convened pursuant to the JAG Manual is required to be endorsed forward by the convening authority to JAG via appropriate intermediate reviewing authorities. The identity of the appropriate reviewing authorities depends upon the subject matter of the investigation and the facts found. In general, superior commanders who have a direct and substantial official interest in the recorded facts should be included. Specific instructions may be promulgated by subordinate PACFLT commanders to govern the routing of investigative reports within their commands. Because of the dual nature of the chain of command (operational/administrative), and because an investigation frequently involves matters of both operational and administrative interest, commanders superior to the unit in which the investigated incident occurred, but junior to and outside the chain of command of the convening authority, may have a direct and substantial official interest in the investigation and may thus be appropriate reviewing authorities. A fact finding body convened by a numbered fleet commander, for example, may contain matter of direct and substantial interest to type commanders who are junior to the convening authority. In such instances, the investigative report shall be routed through all interested commanders within PACFLT prior to forwarding to CINCPACFLT or direct to JAG, as appropriate. (See article 2603.5b.) Investigative reports received by convening authorities who are in command of shore activities shall, where deemed appropriate, be forwarded via the cognizant regional coordinator. For death investigations in which the adequacy of medical care is reasonably in issue, the report shall be forwarded via the Naval Inspector General in accordance with JAGMAN 0211.

b. Routing to CINCPACFLT. Generally, an investigative report shall be forwarded via CINCPACFLT only when it contains matter which should be passed upon by CINCPACFLT. Examples are reports which involve:

- (1) Questions of policy requiring decision at the CINCPACFLT or higher level.
- (2) Indicated action within the Fleet which cannot be completely accomplished below the CINCPACFLT level.
- (3) Significant differences of opinion between operational and administrative commanders, or among type commanders.
- (4) Collisions, groundings, or other major casualties where substantial damage to ships or aircraft results from negligence or culpable performance of duty.
- (5) Loss of life resulting from deficiencies of policy or judgement on the part of commanding officers or superior authority.
- (6) Serious adverse reflection upon the performance of commanding officers.
- (7) An unsatisfactory state of training or discipline existing generally within a particular command.
- (8) Substantial property damage, significant loss of life, or widespread public interest.

Other investigative reports shall be forwarded direct to JAG after review by appropriate subordinate commanders within PACFLT.

c. Information Copy to COMTRAPAC. In many instances the information contained in investigations has a "lessons learned" value which can be incorporated into training courses offered by the training command or in other training situations. With a view towards establishing a referral system for this information, convening or reviewing authorities will provide COMTRAPAC with a copy of the investigation report, where, in their opinion, the report has potential training value. When a copy of the record is furnished to COMTRAPAC, a statement to that effect shall be included in the convening or reviewing authority's endorsement on the investigation. It is desired that reports primarily concerning, but not limited to, ship control, navigation, damage control, shore bombardment incidents, adequacy of training, and safety matters be provided.

2604. DISSIDENT, PROTEST, AND RELATED ACTIVITIES AMONG MEMBERS OF THE ARMED FORCES

2604.1. General. The right of expression of PACFLT personnel should be preserved to the maximum extent possible, consistent with good order and discipline and national security. Commanders and commanding officers, however, should be alert to conduct which, if allowed to proceed unchecked, would impair or destroy unit effectiveness. It is necessary and appropriate for commanding officers to ascertain the nature and purpose of all significant group activities within their command to the extent reasonably necessary to prevent unlawful conduct or conduct that would otherwise pose a danger to military loyalty, discipline, or morale of the military personnel of the command. No commander or commanding officer should be indifferent to conduct which, if allowed to proceed unchecked, would impair or destroy unit effectiveness. In the event such conduct is made known to the commander or commanding officer, prompt measures should be taken, including reasonable application of force, if necessary, to terminate such illegal activity. For related guidance refer to Articles 1103, 1104, 1126, 1129, 1148, 1149, and 1156, U. S. Navy Regulations, 1973, and Article 138, UCMJ. A listing of Constitutional and statutory provisions relevant to handling of dissident and protest activities in the Armed Forces is included in enclosure (1) to DOD Directive 1325.6 (transmitted by OPNAVINST 1620.1A).

2604.2. Prohibitions and Guidelines

a. Unless prior command approval is obtained, Pacific Fleet personnel shall not engage or participate in picketing, demonstrations, sit-ins, political speeches, or similar activities in any of the following circumstances:

- (1) On board any ship, craft, aircraft, or in any vehicle of the Department of Defense;
- (2) On any military or naval installation;
- (3) In a foreign country, regardless of uniform or duty status; or

(4) At any location while in a duty status or in uniform.

b. Unless prior command approval is obtained, Pacific Fleet personnel shall not originate, sign, distribute, or promulgate petitions or publications, including pamphlets, newspapers, magazines, handbills, flyers, or other similar printed or written material in any of the following circumstances:

(1) On board any ship, craft, aircraft, or in any vehicle of the Department of Defense;

(2) On any military or naval installation;

(3) In a foreign country, regardless of uniform or duty status; or

(4) At any location while in a duty status or in uniform.

c. Generally, peaceful meetings, assemblies, congregations, or group discussions of off-duty personnel are lawful and will not be prohibited. On the other hand, some group activities may be undertaken in a manner, or may involve a subject matter, that would render the activity illegal and hence, subject to control or prohibition.

d. The commander or commanding officer shall control or prohibit the activities described in subsections (a), (b), or (c) above if, in his judgement, the activity would:

(1) Materially interfere with the safety, operation, command, or control of the assigned duties of particular members of the command;

(2) Present a clear danger to the loyalty, discipline, morale, or safety of personnel of his command;

(3) Involve distribution of material or the rendering of advice or counsel that causes, attempts to cause, or advocates insubordination, disloyalty, mutiny, refusal of duty, solicits desertion, discloses classified information, or contains obscene or pornographic matter; or

(4) Involve the planning or perpetration of an unlawful act or acts.

e. Commanders, commanding officers, and other persons in authority shall not recognize, bargain, or negotiate with any group of individuals or any representative of such a group, consisting wholly or in part of Pacific Fleet personnel, that is planning, attempting to engage, or engaging in any of the unauthorized activities described in subsections (a), (b), or (c) above.

2604.3. Reports. Instances in which a commanding officer has prohibited activities or actions of PACFLT personnel pursuant to article 2604.2, and the occurrence of unauthorized activities of a nature described therein, shall be immediately reported, with amplifying details, by message to CINCPACFLT and appropriate operational and administrative commanders. Also report by unit SITREP or OPREP-3, as appropriate. (References: CINCPACFLTINST 3480.6C and OPNAVINST 3100.6C.)

2605. PUBLIC VISITING OF SHIPS AND SHORE INSTALLATIONS. In July 1983, the Federal Ninth Circuit Court of Appeals overturned the conviction of an anti-military activist who had entered Hickam AFB during an Armed Forces Day Open House and engaged in dissident activities (displaying placards and distributing leaflets). The conviction in Federal District Court was based on entry to the base subsequent to the issuance of a bar letter in violation of 18 U.S.C. 1382. The Ninth Circuit Court's reasoning was that the Air Force had widely advertised that the base would be open to the public and, as a result, military authorities had effectively abandoned control of access. The Court further found that the variety of activities conducted on base and the intent of the military to present its own views turned the base into a public forum for the expression of ideas. Therefore, the Court concluded, prohibiting peaceful dissident activities violated the activist's First Amendment right of free speech. The following guidance is intended to factually distinguish public visiting on PACFLT units from that which existed at Hickam AFB and provided the foundation for the Ninth Circuit opinion.

a. Public Visiting of Ships. A commanding officer never abandons control of access to his ship. General visiting is always at the explicit or implied invitation of the

commanding officer, and may be withdrawn for good cause. General visiting on PACFLT ships will be conducted as follows:

- (1) The term "open house" will not be used. Ships will be open for "general visiting."
- (2) Invitations/advertising will clearly indicate that invitees/public are guests of the commanding officer and are subject to visiting conditions set by the commanding officer.
- (3) Signs or leaflets at base entry points and foot of the brow will notify visitors of limited conditions under which invitation is extended (i.e., no political activities, pamphleteering, speeches, placard/banner displays, etc.) and further notify visitors of the commanding officer's right and intention to withdraw the invitation from visitors violating these conditions and to remove them from the ship.
- (4) Persons ejected from the ship for actions deemed incompatible with or inimical to ship's security, disruptive of planned events, a threat to the loyalty, discipline, or morale of the crew, or incompatible with the military's noninvolvement in political debates should be escorted off base and issued a bar letter.
- (5) Contingency planning/coordination between ship commanding officer and base commanding officer are required.
- (6) In areas of non-federal jurisdiction (i.e., ships moored at civilian facility or location), advance liaison should be conducted with cognizant local, state, or federal law enforcement officials to formulate contingency plans in the event visitors violate conditions upon which access to ship is granted. Visitors who violate these conditions will be escorted off the ship and turned over to civilian law enforcement authorities.
- (7) Only minimum force will be used as necessary to remove persons from the ship/base if voluntary departure is refused.

b. Public Visiting of Shore Installations. To continue traditional public affairs events and to minimize situations in which disruptions or civil rights violations may occur, the following guidance will be adhered to as far as practicable:

- (1) The term "open house" will not be used. Installations will be open for "general visiting." For events such as Blue Angels shows, etc., advertising will invite public for specific event(s) without reference to "throwing gates open" or similar phrases which imply abandonment of control of access. Advertising will clearly indicate that invitees/public are guests of the commanding officer and are subject to visiting conditions set by the commanding officer.
- (2) Whenever practical, admission should be by tickets issued through base public affairs offices, service clubs, Navy League, veterans' organizations, etc.
- (3) Signs, leaflets, or both, at base entry points will notify guests of limited purpose of the visit (e.g., "to see your Navy at work" or "to see the Blue Angels") and should specify the conditions under which the invitation is extended. Appropriate limitations are:
 - (a) No political activities such as pamphleteering, speeches, banner/placard displays, etc., will be allowed;
 - (b) No activities detrimental to the loyalty, discipline, health, welfare, morale, or readiness of the armed forces will be allowed; and
 - (c) No demonstrations or protest activities of any kind will be allowed.
- (4) Visitors will be advised of commanding officer's right and intention to withdraw the invitation from visitors violating the foregoing conditions, remove them from the base, and issue them a bar letter.
- (5) Booths or other activities of service clubs, spouse clubs, etc., will be by permission of the commanding officer and monitored to ensure propaganda, pamphleteering, and political debate, etc., are not conducted.

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(6) Defense contractors will not be invited to display or promote their products or otherwise participate in such a manner that their activities could be classified as promotion of a product or political viewpoint.

(7) Strict geographic limitations on general visiting will be enforced, and all areas not essential to the main attraction or purpose of the visit will be blocked or cordoned off. Crowd control will be by military police, shore patrol, or station security personnel.

(8) Static or working displays of government-owned equipment are acceptable, as are other activities conducted by military personnel intended to acquaint the community with base military activities.

(9) Persons violating conditions for the visit set by the commanding officer, or engaging in other activities delineated in paragraph 2605b(3) above, will be escorted off base and issued a bar letter. Only minimum force necessary will be used to remove persons from the base if voluntary departure is refused.

(10) Advance liaison will be conducted with cognizant local, state, and federal law enforcement officials to formulate contingency plans for handling traffic problems, demonstrations, or acts of violence outside the base.

2606. RACIST ACTIVITIES

2606.1. General. Without racial harmony and cooperation, the military mission itself will constantly remain subject to the disruptive forces of prejudice and factionalism. Responsiveness to orders cannot be dependent upon preferences in skin color, nor can the team-oriented cohesiveness of a command be allowed to become compromised by the racist activities of a few. Equal opportunity is therefore not just a social goal within the naval community but is directly related to mission readiness. Prejudice and preparedness are incompatible.

2606.2. Prohibitions and Guidelines

a. Private sympathy for racist concepts or membership in a racist organization, in and of itself, cannot be the basis for disciplinary action. When, however, the activities of a member or members of a racist organization create a clear danger to the loyalty, discipline, or morale of military personnel, or materially interfere with accomplishment of the military mission, a commanding officer has the authority and the responsibility to prohibit those activities within the military community and, in appropriate cases, to restrict the participation of naval personnel in such activities even when conducted off-base.

b. In light of the significant compromise of military readiness which racist activities can create, the commanding officer is afforded broad discretion in his or her efforts to neutralize them. The regulations listed below provide the commanding officer substantial authority in this area:

(1) OPNAVINST 5354.1A, Subj: Navy Equal Opportunity Manual.

(2) OPNAVINST 5300.6B, Subj: Navy Human Resource Management Support System.

(3) OPNAVINST 1620.1A, Subj: Guidelines for Handling Dissident and Protest Activities among Members of the Armed Forces.

(4) DODINST 1000.15, Subj: Private Organizations on DOD Installations (Section E2e) (NOTAL).

(5) SECNAVINST 5720.44, Subj: DON Public Affairs Regulations (Chapter 6).

(6) Navy Uniform Regulations (Chapter 1, Section 3).

(7) BUPERSINST 1620.4B, Subj: Armed Forces Disciplinary Control Boards and Off-Installation Military Enforcement.

(8) MILPERSMAN 3630600.

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c. Commanding officers have authority to take the following actions to neutralize racist activities:

(1) Prohibit organizational activity, including the holding of meetings and the solicitation of new members within Navy commands.

(2) Prohibit the distribution of racist materials within Navy commands and even impound privately held materials on board, if it is determined (due to quantity or other reasonable evidence) that an attempt will be made to distribute same.

(3) Prohibit the wearing of the uniform at off-base rallies or other public demonstrations which involve advocacy of racist objectives.

(4) Establish "off-limits" restrictions on off-base gathering places when those places are found, through established procedures, to be focal points of racist activities.

(5) Effect other administrative remedies, which may include a recommendation for administrative separation.

d. The above listing is not all inclusive. Familiarity with the contents of the regulations listed in subparagraph 2606.2b above is essential if a commanding officer is to be prepared to deal effectively with racist activity.

2607. ADMIRALTY CLAIMS. Any casualty or other incident which may give rise to an admiralty claim or litigation for or against the U. S. Government shall be reported immediately by message to JAG, info CINCPACFLT, cognizant regional coordinator, and other appropriate commanders in the chain of command. Also, report by unit SITREP or OPREP-3, as appropriate. (References: JAGMAN 1206, CINCPACFLTINST 3480.6C, and OPNAVINST 3100.6C)

2608. STANDARDS OF CONDUCT

a. Each commander/commanding officer is individually responsible for compliance with the provisions of SECNAVINST 5370.2H. This includes, among other things, the requirements for an annual billet review within the command, and periodic dissemination of standards of conduct information to all hands.

b. All flag or general officers (except those who are frocked) serving in a position immediately subordinate to CINCPACFLT (including those who report for additional duty) shall submit a Financial Disclosure Report (SF-278) to CINCPACFLT not later than 15 May covering the preceding calendar year.

c. Commanders (except as provided in subparagraph b above) immediately subordinate to CINCPACFLT (individual incumbents) shall submit Confidential Statements of Affiliations and Financial Interests (DD Form 1555) to CINCPACFLT in accordance with the provisions of SECNAVINST 5370.2H. Such officers shall furnish a current statement upon receipt of orders to report to CINCPACFLT, and annually thereafter not later than 31 October.

d. Standards of conduct are the foundation of efforts to combat fraud, waste, and abuse within the Department of the Navy. See Chapter 13 of this instruction.

2609. INTERNATIONAL AGREEMENTS. All phases of the development, negotiation, conclusion, and submission to higher authority of international agreements shall be in strict conformity with the requirements established in OPNAVINST 5710.24, USCINCPACINST 5711.6A, and CINCPACFLTINST 5710.1A. These instructions, and those from which they are derived, detail mandatory procedures to be followed prior to, during, and immediately following the negotiation of an international agreement. An international agreement is broadly defined as any agreement reduced to writing, regardless of how denominated, which is concluded with one or more foreign governments or with an international organization, signifying the intention of the parties to be bound by international law and signed or agreed to by an agent or representative of the U. S. Government. The term "negotiation" as applied in these instructions is also broadly defined and includes communication by any means of a position or an offer on behalf of the United States, DOD, or any element thereof, to any agent or representative of a foreign government or international organization. The negotiation and processing of international agreements, including their submission to higher authority, as required by 1 USC 112b, shall be coordinated with the Fleet Judge Advocate.

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2610. CURTAILMENT OF INDIVIDUAL LIBERTY

2610.1. General. Liberty is defined in MILPERSMAN 3030100 as "... authorized absence granted for short periods ... not chargeable as leave." Article 0921, U. S. Navy Regulations, 1973, provides that "Subject to such orders as he may have received from competent authority, the senior officer present shall regulate leave and liberty." Section 0917, U. S. Navy Regulations, 1973, provides that "... the senior officer present shall uphold the prestige of the United States." It further provides that he shall impress upon officers and men that when in a foreign port, it is their duty to avoid all causes of offense to the authorities or the inhabitants and that in all dealings with foreigners, moderation and courtesy should be displayed. Commanders and commanding officers shall adhere strictly to the policies and guidelines stated herein in the granting and curtailment of liberty.

2610.2. Guidelines. The regulations cited in paragraph 2610.1 provide a basis for military authorities to regulate or otherwise control liberty. Particularly in foreign ports, there is a requirement for military authorities to control liberty so as to avoid illegal, lewd, or inflammatory conduct ashore. Three areas in which it would be warranted for a commanding officer or commander to curtail liberty of individual naval members in a foreign port are as follows:

a. A Health Risk. A military member who has a communicable disease that warrants his quarantine should not be granted liberty. MILPERSMAN 3030150 provides that "Members under treatment for infectious or contagious disease shall not be granted liberty while in an infectious stage except in cases of urgent personal matters which, in the discretion of the officer in command, requires the member's presence."

b. Improper Appearance. Military members should not be granted liberty if their appearance is contentious, inflammatory, lewd, or violative of Navy regulations. Article 1101, U. S. Navy Uniform Regulations, provides "The uniform shall be worn properly ... in order to reflect credit upon the individual, the naval service, and the United States." Article 1601, U. S. Navy Uniform Regulations, provides "When civilian clothing is worn, naval personnel shall ensure their dress and personal appearance are appropriate for the occasion and will not tend to bring discredit upon the naval service. Current styles and fashions are authorized." Military personnel should not be granted liberty in uniform or civilian clothing unless their standards of dress and grooming conform to applicable regulations, including haircut standards.

c. Conduct While Ashore. If there is competent evidence that an individual has conspired or otherwise intends to conduct him or herself improperly while ashore in a liberty status, the individual should not be granted liberty. The mere fact the naval member has behaved improperly while on liberty in a previous port is not grounds, per se, for curtailment of his liberty. Additional evidence of the member's current intention, or a demonstrated persistent propensity to commit a violent or discrediting act, is required. An individual's liberty shall not be curtailed pursuant to this subparagraph if other appropriate administrative or judicial action will accomplish the same purpose. The administrative curtailment of liberty of an individual shall be utilized only as a temporary, ad hoc measure when considered necessary to preserve good order and discipline ashore at a particular time and place. If the danger can be avoided by limiting the hours or places of liberty, rather than totally withholding liberty, such action should be taken. To ensure uniformity of action pursuant to this subparagraph, the following limitations shall be observed:

(1) Curtailment of an individual's liberty shall be authorized by the commanding officer only after careful review of all available evidence. Such authority shall not be delegated.

(2) Individual liberty shall be curtailed under these provisions only outside the United States, its territories, and possessions.

(3) Individual conduct considered in making a liberty curtailment determination shall be limited to conduct which constitutes a serious breach of the peace or flagrant discredit to the naval service, and which occurred during a three month period preceding the determination.

(4) Members subjected to liberty curtailment shall be given a direct order delineating the length and nature of the curtailment and shall be advised immediately of their right to appear at request mast before the commanding officer.

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(5) In cases wherein liberty of a service member stationed ashore in a foreign country is curtailed, prompt action shall be taken to request permanent transfer from the area involved. The request shall include detailed justification.

(6) Members for whom liberty has been curtailed shall not be required to muster or work with members undergoing punitive restriction.

(7) Records and related information regarding liberty curtailment shall be maintained and control measures instituted; however, entries shall not be made in individual service records.

(8) None of the foregoing limitations are applicable to restraint imposed as nonjudicial or court-martial punishment or appropriate imposition of pretrial restraint.

2611. CIVIL LITIGATION REPORTS. When any PACFLT command is apprised, by service of process, of the commencement of any civil litigation or legal proceedings against the Department of the Navy or any of its officials, a priority message report will be sent to JAG, info CINCPACFLT and other appropriate officials in the chain of command, in accordance with JAGMAN 1325.

SECTION 7 - NONAPPROPRIATED FUNDS

2701. NONAPPROPRIATED FUNDS. Definitive responsibilities and procedures for the administration of nonappropriated funds are contained in OPNAVINST 7010.2B, CINCPACFLTINST 7010.1A, BUPERSINST 1710.11 (Special Services Manual), the Manual for Messes Ashore (NAVPERS 15951), and Nonappropriated Fund Accounting Procedures (NAVSO P-3520).

SECTION 8 - ADVANCEMENT EXAMINATIONS

2801. ADVANCEMENT EXAMINATIONS. The Naval Education and Training Support Center Pacific has established a clearinghouse for expeditious exchange of information about excess advancement examinations. Commands having excess exams or needing specific exams should report by message or phone to NAVEDTRASUPPCENPAC San Diego, CA. The clearinghouse does not physically hold or stock exams, but acts as a referral service providing location of excess exams. Transfer of the exams will be arranged by the command holding or needing exams.

SECTION 9 - NAVAL RESERVE

2901. NAVAL RESERVE. The Naval Reserve provides support to the active forces in time of war or national emergency or when otherwise authorized by law.

2901.1. Selected Reserve. Within the Naval Reserve there is the Selected Reserve whose strength is based upon those immediate mobilization requirements designated by the Chief of Naval Operations as being so essential as to require priority treatment. The Selected Reserve is organized into units which retain their identity upon mobilization and augmentation units which are dissolved as the members are incorporated into the active manpower system. Selected Reservists are personnel assigned to the Selected Reserve and who perform drills and Active Duty for Training (ACDUTRA) with pay. Each member of the Selected Reserve possesses a specific mobilization billet in the active Navy structure. Mobilization of the Selected Reserve is the primary means for those activities authorized peacetime manpower levels to organizational manning for those activities authorized Selected Reserve support. The resultant effect of a mobilization of the Selected Reserve will be to increase the ability of the Navy to conduct prompt and sustained combat operations.

2901.2. Directives. The principle directives governing the Naval Reserve in general, and the Selected Reserve in particular, are OPNAVINST 1000.16E, OPNAVINST 1001.17A, OPNAVINST S3060.5A, and BUPERSINST 5400.42E.

2901.3. Force Capability. Realization of the total force capability of the Navy requires the integration of active and Reserve forces in the peacetime training environment to ensure maximum effectiveness in minimum time under mobilization conditions.

2901.4. Operations, Administration, and Training. The operation, administration, and training of the Naval Reserve is integrated within the regular Navy establishment, and commands and units of the Pacific Fleet shall perform their assigned tasks and functions

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in connection with the Naval Reserve in the same manner as is provided for the regular Navy.

2901.5. Reserve Command Responsibilities. The Chief of Naval Reserve (CNAVRES) commands the selected Reserve Force, except for the Naval Reserve Force (NRF) ships and staffs assigned to Fleet Commanders in Chief. During peacetime, CNAVRES is charged with the responsibility to maintain authorized selected Reserve Units in such a high state of readiness so as to facilitate early recall and deployment.

2901.6. Active Duty Command Responsibilities. Gaining commands will become directly involved in planning, development, and evaluation of the readiness training of assigned reserve units, not only during ACDUTRA at the gaining command, but also during the interim inactive duty training periods at the regular drill site. Active duty commanding officers and reserve unit commanding officers will visit one another at least annually. Only under unusual and compelling circumstances will the visits not occur. Active duty commanding officers are also encouraged to provide letter assessments, when applicable, to reporting seniors of their reserve units commenting on the specifics of unit readiness attainment. Additionally, each Immediate Superior in Command (ISIC) will take an active interest and support these programs to the maximum extent possible. NAVMILPERSCOMINST 1611.1, governing preparation of officer fitness reports, requires ISICs to comment on each commanding officer and officer-in-charge's effectiveness in coordinating and developing mobilization readiness of assigned augmenting reserve units. All levels of command will ensure that applicable directives be reviewed and modified, as appropriate, to reflect this increased emphasis.

SECTION 10 - EMBARKATION OF NIS SPECIAL AGENTS ABOARD PACFLT SHIPS

21001. POLICY. Establishes and restates jurisdiction and responsibilities of the Naval Investigative Service in the conduct of criminal and security investigations and related activities.

21001.1. Special Agents. This regulation constitutes authority for the embarkation of Special Agents of the Naval Investigative Service in U. S. naval ships for official purposes within the Pacific Fleet.

SECTION 11 - EMBARKATION OF WOMEN IN PACIFIC FLEET SHIPS

21101. POLICY. This section establishes policy governing embarkation of women in Pacific Fleet ships.

21102. AUTHORITY. SECNAVINST 1300.12 and the section of Title 10, USC which it supports, authorizes Temporary Additional Duty (TAD) assignment of women to any ship or squadron not expected to have a combat mission during period of assignment. It further provides that such assignments may occur in the performance of normal duties and for period required by these duties, not to exceed 180 days.

21103. GUIDANCE. The following is guidance for the TAD assignment of women to ships and squadrons in the Pacific Fleet.

21103.1. TAD Authorization. TAD is authorized wherever required in the performance of military duties or in support of required training. Such circumstances include but are not limited to: surface warfare qualification training, carrier qualification, warfare orientation, assist/repair/inspection teams, planning conferences, etc. Women may also be embarked for exercises to augment ship's force or as part of a recognized team. They may not, however, be used merely to offset a shortage of male personnel within the same skill field. Examples of such embarkation include women members of Cryptologic Direct Support Elements and telemetry data gathering units.

21103.2. TAD Assignment. TAD assignment will normally be performed in THIRD Fleet ships for periods less than the 180 day maximum. Although TAD in SEVENTH Fleet units is not precluded, it should occur for only relatively short periods in special circumstances (e.g., for inspection/repair/assist teams, indoctrination training, etc.). Extended TAD assignments which make women, for all practical purposes, permanent and essential crew members of combatant or MLSF ships for duration of forward deployment are not appropriate.

21103.3. Accommodations. Accommodations for female personnel assigned TAD should be essentially the same as provided for males of similar paygrade or rank; sleeping quarters must be separate from males with privacy provided by rigid bulkheads. Privacy in use of

head facilities must be assured. Access to these facilities should not entail violation of compartment privacy.

21104. AUTHORITY TO AUTHORIZE EMBARKATION. Authority to authorize embarkation of women on a TAD basis is as follows:

21104.1. EASTPAC/MIDPAC Operations

a. COMTHIRDFLT and Type Commanders, as appropriate, may authorize such embarkations, subject to guidance herein.

b. Commanding officers of ships with women assigned PCS may authorize such embarkations, subject to guidance herein provided:

(1) Embarkees will consist of female Navy personnel or official contract/technical representatives only.

(2) Duration of embarkation will not exceed two weeks.

(3) The number of embarked female personnel will not exceed the limit of the ship's designated female berthing/head facilities.

(4) A quarterly report will be submitted by each respective ship for accounting purposes.

21104.2. WESTPAC Operations. COMSEVENTHFLT may authorize such embarkation, subject to guidance herein. Such authorization will be on a "UNODIR BY CINCPACFLT" basis.

21104.3. Civilian Women. Criteria for operational need and appropriate accommodations are equally applicable to embarkations involving civilian women. Civilian women may be authorized to embark in ships subject to the provisions of OPNAVINST 5720.2K. In this regard, it is emphasized that special care must be exercised during planning stages for embarkation of civilian women to ensure that all concerned are in agreement concerning embarkation. Withdrawal or withholding of permission for such embarkation, after provisional permission and planning, can create undue embarrassment for the ship and the Navy.

21104.4. Other Service Women. Embarkation of other service women may be authorized only by CINCPACFLT.

21104.5. Questionable Situations. Situations may arise where requests to embark women are made which do not fall into any of the above categories. In these instances, or in any instance where circumstances are unusual, the request should be referred to CINCPACFLT for action.

21104.6. Message Requests and Authorization. CINCPACFLT should be an information addressee on all messages which request and authorize embarkation of women.

SECTION 12 - MISCELLANEOUS

21201. PHYSICAL SECURITY. Security is a function of command. An effective Antiterrorism Program is inherent in a comprehensive Physical Security Program. An effective Physical Security Program evolves from command analysis of the identified threat and allocation of available resources and assets to reduce the command's vulnerability to espionage, sabotage, injury, damage, or losses.

21201.1. Crisis Response/Reaction Forces. Each Pacific Fleet command shall maintain the capability to respond to emergency situations and threats to command security with a trained response/reaction force. This capability shall be maintained using those best qualified for such duty, including masters-at-arms, shore patrol, security police, and if available, members of the Marine Barracks or Detachment. Tenant commands and those activities with insufficient manpower to provide own internal security force should execute appropriate agreements to ensure supporting response/reaction force is available from host or other source.

a. Commanders shall establish plans, organization, and operating procedures which enable the response/reaction force to cope with threats to security. These plans shall provide for:

(1) Increasing degrees of readiness in response to deteriorating or varied DEFCONS, THREATCONS, and other emergency situations.

(2) Training and periodic exercise of the response/reaction force.

(3) Capability to respond to any disturbance in a rapid and professional manner.

b. Should the situation warrant, commanding officers afloat should be prepared to sound "General Quarters" at the early stages of any emergency. The commanding officer will:

(1) Place himself in a position where he has effective communication with each key area of the ship.

(2) Ensure each individual is brought to a rapid state of alert.

21201.2. Assignment of Personnel to Security Watches. The assignment of personnel to security watches places them in a position of direct responsibility for the safety of government property. Accordingly, it is imperative that only reliable personnel be so assigned. Security personnel must be thoroughly indoctrinated as to their authority and responsibility, and must be highly motivated to function in a positive and professional manner. Security personnel will not be armed unless previously qualified and instructed in firearms safety and use of deadly force.

21201.3. Safeguarding of Senior Officials' Travel Information. World-wide events have reinforced the reality that key U. S. personnel are being targeted by terrorist organizations. Preliminary assessments indicate there is a need to increase the emphasis placed on the security afforded senior officials. To enhance the protection provided flag/general officers and equivalent civilian dignitaries during periods of foreign travel and to preclude release of travel details, public disclosure of which may not be in the best interest of the official or the United States, the procedures below will apply:

a. Correspondence pertaining to foreign travel will, at a minimum, be protected and marked "FOR OFFICIAL USE ONLY". Message traffic will be so designated in addition to being transmitted "ENCRYPTED FOR TRANSMISSION ONLY" (EFTO).

b. When a validated specific threat exists at a foreign destination, detailed itineraries and other sensitive information about the visit will be appropriately classified.

c. When travel, mission, timing, geographical destination, etc., involve political or other sensitive considerations, such information will be appropriately safeguarded for limited dissemination, to include classification when required.

21202. MORAL STANDARDS. Each commanding officer shall insist upon moral behavior on the part of his personnel as a standard, not as a goal, and shall establish and actively promote programs for the maintenance of such standards and for the suppression of immoral, vulgar, or dissolute practices, in accordance with Article 0702.4, U. S. Navy Regulations, 1973.

21203. ILLEGAL ACTIVITIES. Although each commanding officer must be continuously alert to prevent or curb any illegal activity within his command, special efforts should be undertaken to prevent certain activities which by their nature are exceptionally deleterious in their effects upon welfare and morale, are particularly destructive of moral standards, or reflect most adversely upon the character and prestige of the naval service. Included in such activities are the following:

a. Possession or sale of pornographic materials.

b. Performance of illegal activities, such as destruction of leave records.

c. Intentional circumvention or violation of laws governing customs duties, taxation, currency regulation, black market activities, and other economic offenses.

d. Unauthorized and unrecorded treatment of VD.

e. Sale of blank or false ID cards, passes, or discharge papers.

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f. Shakedown levies for entitled services.

In order to prevent such activities, as well as others of a similar nature, commanding officers must obtain the full support and cooperation of all officers and petty officers of their commands and should, if conditions warrant, request the assistance of the nearest Naval Investigative Service Office in investigating and identifying persons involved in such activities.--

21204. COMMAND RELIGIOUS PROGRAM. The following policy guidance is provided commanding officers regarding administration of command religious programs.

a. The responsibility of commanding officers for the spiritual and moral well-being of naval personnel under their command, including the provision for divine services, is set forth in U. S. Navy Regulations, 1973, Articles 0722 and 0727. SECNAVINST 1730.7 provides additional information regarding policy, professional guidance, and technical information to facilitate ministry to personnel in the Department of the Navy.

b. Administration of the religious program is a function of command. The development of a comprehensive program which reflects the religious pluralism of the command population is essential to spiritual and moral well-being of assigned personnel. The senior officer of the Chaplain Corps assigned to each command serves as special advisor to command on matters related to spiritual and moral well-being. The command chaplain develops and recommends plans and programs which promote the spiritual, religious, moral, and corporate welfare of authorized personnel and executes those programs approved and funded by the commanding officer.

c. SECNAVINST 1730.7 directs the use of local operations and maintenance funds for support of the religious program of each command.

d. Procedures delineating the employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries, together with a maximum table of payments, are set forth in SECNAVINST 1730.3F.

e. The responsibility of the commanding officer in regard to the observance of the Sabbath and religious holy days, use and the appointment of lay readers, and duties to be performed by chaplains with the approval of commanding officers, are addressed in MILPERSMAN, Articles 5810100 through 5820100.

f. Information regarding holy days and days of religious obligation for Protestant, Roman Catholic, Jewish, Eastern Orthodox, and Muslim personnel is promulgated in the current SECNAVNOTE 1730.

g. Policy guidance and information regarding Chaplain Corps annual professional development training courses for chaplains are promulgated in OPNAVINST 1550.9A.

h. Additional technical information regarding the duties of chaplains and the administration of Command Religious Programs in Pacific Fleet is addressed in OPNAVINST 1730.1.

21205. RED CROSS SERVICES. The American National Red Cross is authorized by Article 0721, U. S. Navy Regulations, 1973, to conduct a program of welfare and allied services for naval personnel. Commanding officers will be guided by the description of services available from the American National Red Cross as set forth in MILPERSMAN Articles 3450150 and 3020280.

21206. UNIFORMS

21206.1. Governing Directives. The uniform of Navy personnel in PACFLT shall conform to U. S. Navy Uniform Regulations. Within the Pacific Fleet, that portion of those regulations which preclude wearing of beards by personnel in ceremonial units shall be interpreted to include sideboys, honor guards, drill teams, military bands, and any other unit which performs in a ceremonial fashion. The uniform of personnel of a Marine detachment shall be comparable to the uniform of the day prescribed for Navy personnel.

21206.2. Command Attention. Continuing command attention shall be brought to bear throughout PACFLT to ensure that uniforms are properly maintained and correctly worn. The maintenance of a command uniform and seabag inspection routine, as outlined in a variety of regulatory and advisory publications, enhances command capability to ensure compliance

with appropriate regulations regarding appearance. Such inspections should not become perfunctory and scheduling should take into account the considerations of operating tempo, leave and liberty schedules, and working hours and conditions.

21206.3. Change of Command or Commissioning Ceremonies. Officers prescribing the uniform to be worn at change of command or commissioning ceremonies shall prescribe full dress uniform for participating personnel. Normally, they shall prescribe the Service Dress White, Summer White Long, or Service Dress Blue uniform, as appropriate, for naval personnel present only as spectators.

21207. PHYSICAL FITNESS. Each commanding officer shall ensure maintenance of a satisfactory level of physical fitness among the personnel of the command, in accordance with OPNAVINST 6110.1B.

21208. DAILY MUSTER. Every PACFLT command shall have procedures for actual sighting by a responsible senior each day of all officer and enlisted personnel, in order to determine that each is actually present and that no one not previously so reported is ill, injured, or otherwise incapacitated.

21209. UNAUTHORIZED ABSENTEES. Whenever it may appear that a person is absent without proper authority, every practicable measure shall immediately be taken to establish whether the person is in fact absent. A confirmed absence shall be made a matter of official record, and the commanding officer or officer in charge shall be informed.

21210. OVERSEAS DUTY SUPPORT PROGRAM (ODSP). ODSP is but one means of ensuring that foreign relations are maintained to the highest degree. OPNAVINST 5352.1 covers this matter in detail and shall be used as guidance along with other applicable instructions. Specifically, commanding officers of deploying units or units based overseas shall provide suitable indoctrination in this area. To ensure effectiveness of such indoctrination, at least the following subjects shall be covered:

a. General customs, traditions, and attitudes of the people in the countries to be visited.

b. Current relations of the United States with the countries to be visited. Personnel should be instructed to avoid commenting on strained international relations and possibilities of war.

c. Fundamentals of United States foreign policy, traditions, ideals, and desires to promote peace through understanding, strength, and stability.

d. Necessity for careful adherence to local laws, customs, and social conventions.

e. Necessity of avoiding all acts or language that might be offensive to national pride, local religion, or local customs. All national symbols, particularly flags, must be treated with deference and respect.

f. Necessity of avoiding controversial discussions of local political matters, disputes, or situations.

g. Necessity for proper respect for the people of the countries to be visited. A boastful, patronizing, arrogant, condescending, or insensitive manner should be avoided and includes the following:

(1) Conveying to the host country personnel a feeling that we consider them second class citizens by means of comments on the relative size of our navies, our ships, their relative capabilities, their state of preservation and maintenance, or our relative standard of living.

(2) Casual treatment of visitors.

(3) Accepting invitations or agreeing to participate in events, then failing to show up. An invitation, once accepted, is a commitment which must be honored since to do otherwise offends and embitters the host.

h. Need for alertness by all officers and petty officers to prevent discreditable conduct and to maintain the highest standards of appearance and action at all times.

- i. Importance of rendering appropriate military courtesies to members of the Armed Forces of countries visited.
- j. Orientation in the essentials of local laws governing customs duties, taxation, currency regulation, black market activities, and other economic offenses.
- k. CINCPACFLTINST 5300.4B also provides guidance to commanding officers regarding the location of desired information relating to ODSP.

21211. FAMILIARITY WITH FOREIGN LANGUAGES. One of the most effective means of establishing favorable relations with foreign nationals is to address them in their native tongues, even if only a few courteous phrases in the native language are employed. Naval personnel have a unique opportunity to increase their familiarity with foreign languages, and personnel actually stationed in foreign countries have an outstanding opportunity to become proficient in a foreign language. To encourage the maximum use of these opportunities, all commanding officers shall:

- a. Encourage all personnel to acquire a knowledge of foreign languages and to utilize foreign languages to the limits of their ability on all occasions.
- b. Encourage personnel stationed ashore in a foreign country to become conversationally familiar with the language of the host country. It is considered that the effort expended to develop such a capability is appropriate for comment in officers' fitness reports.
- c. Ensure that personnel in units visiting foreign countries are afforded the means and given the opportunity to learn at least a few phrases of greeting and courtesy in the national languages of the countries visited.

21212. PERSONNEL AND EQUIPMENT LEFT BEHIND ON SAILING. Arrangements for the care and disposition of personnel and equipment left behind when a ship sails, either as a result of unexpected departure or otherwise, shall be the responsibility of the base commander or other appropriate naval authority ashore. A ship leaving personnel or material behind shall give prompt notification thereof to the appropriate authorities ashore.

21213. RETIREMENT CEREMONIES. MILPERSMAN 3810200 contains the basic criteria for pre-separation ceremonies prior to transfer of personnel to the retired list or the Fleet Reserve. It is the policy of CINCPACFLT that many years of honorable and faithful service to the United States should be given suitable recognition with a dignified and appropriate ceremony, unless the individual concerned expressly requests that such ceremony not be held. In planning an appropriate ceremony, the following should be considered in addition to those items mentioned in the cited article of MILPERSMAN: presence of a band, presentation of a letter of appreciation/commendation or appropriate military decoration, and photographic and media coverage.

21214. CHANGE OF COMMAND CEREMONIES. These ceremonies necessarily center about the two officers exchanging command and should be in an atmosphere which is indicative of the solemnity and dignity of the occasion.

- a. Uniform. Guidance set forth in article 21106.3.
- b. Honors
 - (1) Senior officer attending and senior civilian participant (when appropriate). Honors, including gun salutes when practicable, will be rendered upon arrival at official ceremonies held at authorized saluting ships or stations. Normally, gun salutes will be omitted from departure honors for these officials.
 - (2) Other flag and general officers. Pipe aboard and ashore.
- c. Scheduling. The senior officer attending normally should be scheduled to arrive after the other guests. Adequate time should be provided between his arrival and commencement of the ceremonies to enable him to meet other program participants and to permit seating of his party. The senior officer should be accompanied by the host officer or his representative from arrival until departure.
- d. Seating. Seating on the platform shall be in accordance with rank. Seating of other guests shall be with due regard to rank and precedence.

e. Rehearsals. Information on all arrangements for participating dignitaries should be passed in advance to them. When practicable, a representative should be invited to a "walk through" of the schedule of events; otherwise, an escort officer familiar with all details of the ceremony should be assigned to each dignitary upon arrival.

f. Planning Considerations

(1) Request adjacent ships or units discontinue nonessential work including passing of routine words on nearby LMCs, use of power tools or other noisy devices, and distracting evolutions such as drills, ship movements, and aircraft turnups.

(2) Inform adjacent ships of the impending ceremony to ensure personnel, when in the vicinity, observe dignity of the ceremony.

(3) Limit the number and control the movement of photographers during the ceremony.

(4) One national ensign should be prominently displayed so as to preclude any doubt as to which flag should be saluted. The podium should be so located that podium colors do not create any confusion. Parading of colors should be resorted to only when no other colors are visible by the audience.

21215. FLEET MOTION PICTURE SERVICE. COMNAVLOGPAC is assigned the responsibility of administering the Navy Fleet Motion Picture Service as set forth in BUPERSINST 1710.12. In performing this function, COMNAVLOGPAC shall:

a. Exercise distribution control of motion picture programs after initial release by the Navy Motion Picture Service.

b. Periodically review and recommend adjustments to print, circulating as necessary to ensure efficient and maximum use of prints.

c. Direct equalizing shipments of programs between Navy Motion Picture Exchanges as necessary to ensure adequate supplies of films to meet all conditions. Make special arrangements, as necessary, to supply large concentrations of Fleet units which cannot be taken care of under normal procedures.

d. If necessary, establish quota ratios for issue of movie and TV prints for other than extended operations of the type set forth in the Navy Fleet Motion Picture Service Manual.

e. In coordination with NMPS, Brooklyn, ensure compliance with directives and initiate corrective action.

f. Suspend motion picture privileges of exhibiting activities as necessary.

21216. COMMAND DUTY. Prior to assignment of enlisted personnel to command duty as provided for in Article 0703, U. S. Navy Regulations 1973, the commanding officer shall ensure that the following conditions are satisfied:

a. No local civil strife or domestic emergencies such as fires, riots, and violent demonstrations are in progress, or anticipated.

b. No typhoon, hurricane, flood, tsunami, high wind, or other hazardous weather advisory is in effect.

c. No condition of readiness higher than DEFCON 5 or dispersal condition other than ECHO is in effect.

d. A qualified commissioned officer designated for immediate recall must be able to return to the ship within 30 minutes of notification.

21217. INITIATION CEREMONIES. The tradition of seafarers has involved for many years some form of ceremony incident to acquisition of special status, e.g., Shellback, Blue Nose, Chief Petty Officer. Such ceremonies, when conducted in good taste, good humor, safely, and responsibly, have a proper place in the Navy. Participation by anyone in an initiation ceremony must be voluntary and must not involve any form of hazing (see Article 21218). It is the policy of Commander in Chief U. S. Pacific Fleet that initiation

ceremonies will be permitted only after commanders, commanding officers, or officers in charge have reviewed the proposed initiation ceremony to ensure that it will be conducted without hazard to personnel and will not involve involuntary participation. Adequate supervision will be employed during any initiation ceremony.

21218. HAZING. The practice of hazing will not be condoned in the Pacific Fleet for it has no useful purpose in the U. S. Navy and is not in keeping with the traditional indoctrination of seafarers. In addition to being juvenile, it debases personal dignity and can result in serious injury to naval personnel. Hazing has occurred in connection with various impromptu and unsupervised "initiations" and is the result of the erroneous perception that the event gives license to subject an individual to personal abuse. Examples include: "greasing" (application of grease, oil, or other noxious substances on the body of a new member of a command incident to "initiation" into a particular division (e.g., an Engineering Division)), forcing or taunting an individual to ingest alcoholic beverages, shaving of heads or removal of body hair, requiring personnel to perform certain actions under circumstances which present a risk of personal injury, and other actions directed toward personnel which, while possibly considered humorous by observers, hold up an individual to ridicule or embarrassment. Such conduct is more repugnant if based on race, sex, religion, or national origin. All commanding officers will take appropriate corrective action when incidents of hazing occur and report the incident and corrective action taken to the immediate superior in command. In addition, commanding officers will periodically make clear to all personnel that this practice is unacceptable because it constitutes military misconduct, militates against "pride and professionalism," and that it will be punished.

21219. MEAL SAMPLING. Article 1119 of Navy Regulations requires meals served in the Enlisted Dining Facility to be sampled regularly by an officer. Sampling of a meal consists of tasting each item being served for the meal and observing the appearance of each food item. If the officer designated to sample a meal performs this function by tasting a small portion of the meal or portions of each item comprising a meal, it will NOT be considered as having partaken of a meal requiring payment.

21220. UNITED STATES NAVY FLAG AND BATTLE STREAMERS. The U. S. Navy Flag shall be used at official ceremonies, parades, official Navy displays, public gatherings in which the Navy is an official participant, and other occasions when specifically authorized by the Secretary of the Navy; it will not be used for outdoor fixed displays. The use of Battle Streamers is restricted to commands within the operating forces of the Navy, except as authorized by the Secretary of the Navy. Operating forces will use only those streamers for action in which they or their predecessors bearing the same name or unit designation participated. Procurement, use, and display of U. S. Navy Flag and Battle Streamers will be in accordance with SECNAVINST 10520.2D and NTP 13.

21221. CONFERENCES AND SYMPOSIA. The authority to approve the scheduling of conferences, symposia, and workshops and the attendance of personnel in non-federally sponsored seminars, conferences, and courses which involve expenditure of PACFLT travel (TAD) funds is limited to CINCPACFLT and PACFLT Echelon Three Commanders of flag rank; criteria are as follows:

a. No conferences, symposia, or workshops will be authorized solely on the basis of precedent; each will be "zero-based" justified and an alternative means (e.g., telephone conference arrangements) will be evaluated prior to authorizing a conference, symposium, or workshop.

b. Each conference, symposium, and workshop scheduled will have well-defined objectives and goals and will be planned, scheduled, and announced in a timely manner. The agenda will be precise and structured and forwarded to commands providing representation with sufficient lead time to permit adequate preparation of position papers and policy decisions for a meaningful and accurate reflection of command viewpoints.

c. Representation will be consolidated between or among commands whenever possible, and location of the meeting will consider minimum travel distance for the majority of representatives.

d. Participation in non-federally sponsored seminars, conferences, and courses must be limited to those instances in which the benefits to the Navy clearly outweigh the costs of participating in the sessions. Attendance is not authorized when the primary benefit is for individual development rather than facilitating accomplishment of the agency's mission. Personnel participation will be limited to the minimum number required to

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accomplish objectives. Prospective participants must be briefed prior to attendance regarding security concerns relative to those offerings where national security is involved.

21222. HAND CARRYING CLASSIFIED MATERIAL ABOARD COMMERCIAL PASSENGER AIRCRAFT OVERSEAS. Hand carrying classified material aboard commercial passenger aircraft overseas is an emergency procedure. Commands determining an absolute need for hand carrying classified material aboard commercial passenger aircraft outside the United States, its territories, and Canada shall submit requests direct to Commander in Chief U. S. Pacific Fleet containing the following information:

- a. Name, rank or grade, and clearance of traveler.
- b. Flight number and carrier, times, and stopovers.
- c. General description of the material to be carried.
- d. What arrangements to store material at a U. S. Government facility or cleared DOD contractor facility overnight have been made.
- e. Reason why material was not transmitted by another means.

Upon approval by CINCPACFLT a courier letter similar to Exhibit 1 will be issued to the traveler. It is essential that the traveler be advised of the requirements of OPNAVINST 5510.1F chapter 12 and the Security Manager's Handbook, especially the necessity for overnight storage at a U. S. Government facility or cleared DOD contractor facility.

21223. NAVY RELIEF SOCIETY OFFICES ON INSTALLATIONS AND IN UNITS OF THE PACIFIC FLEET. The Navy Relief Society is a private organization. Its offices may be operated on a naval installation, with the written consent of the commanding officer or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government (NAVCOMPT Manual, paragraph 075261). Establishment of Navy Relief Society Offices on board any unit of the Pacific Fleet is subject to the prior written approval of the unit's commanding officer and that of the cognizant type commander. CINCPACFLT shall be kept informed of establishment and disestablishment of Navy Relief Society Offices in units of the Pacific Fleet. There shall be no official assignments of naval or civil service personnel to operate Navy Relief Society Offices or otherwise serve as officers or advisory board members to the Navy Relief Society on board installations or in units of the Pacific Fleet. Personnel may volunteer to operate a Navy Relief Society Office or serve as an officer or member of an advisory board provided there is no impingement upon the primacy of official duties or attendant regular or required working hours. Two months prior to the prospective rotation date of volunteers in Pacific Fleet units, voluntary reliefs will be solicited from among ships' companies. If volunteers are not forthcoming, or if volunteers terminate their services which preclude continued operation of a Navy Relief Society Office, the cognizant Navy Relief Society Auxiliary will be promptly notified with information copies to CINCPACFLT and the cognizant Pacific Fleet type commander.

21224. FOLLOW-UP OF PERSONNEL LOST TO COMMANDS DUE TO SICKNESS, INJURY, OR DEATH

21224.1. As indicated in Article 10204, responsibility for patients being transferred rests upon the commanding officer of the transferring activity until an appropriately designated activity accepts the member for treatment or transportation.

21224.2.. The commanding officer of the transferring activity must be sensitive to the requirement for notification of next of kin (NOK) of sick or injured personnel. Operation of the Casualty Assistance Calls Program is described in OPNAVINST 1770.1 and NAVMILPERSCOMINST 1770.1. MILPERSMAN 4210100 addresses requirements for preparation of Personnel Casualty Reports, which normally activate the Casualty Assistance Calls Program and notification of NOK.

21224.3. There will, however, be situations that are not clearly defined in the MILPERSMAN articles indicated. These will usually involve personnel assigned to units that do not have medical officers assigned or that are in isolated areas and are therefore required to transfer ill or injured personnel to other activities for medical treatment. The condition of the ill or injured member may not warrant a Personnel Casualty Report at the time of transfer for treatment, at least as far as the parent command is able to determine.

21224.4. It is the responsibility of the parent command to "take care of its own," i.e., to follow the progress of the individual until medical status is resolved, or the individual is ordered TEMDU to the medical facility and is a permanent loss to the parent command. This "following" action shall include but not be limited to ensuring that: all required records are transferred with the individual, the individual arrives at an appropriate medical treatment facility (get a feedback report), reports of the individual's status during course of treatment are requested and received, and notification of proper authority and NOK is accomplished if medical condition or death of individual dictates such notification. Commands must be active in following the status and condition of their personnel and alert to the need for personal, direct communications with the immediate family when conditions warrant.

21224.5. Units deployed to isolated areas or involved in special missions may find it difficult to track the status of personnel transferred for treatment, particularly once those personnel are transferred out of the theater. In such cases, the commanding officer will advise the Type Commander of the circumstances and request assistance. Type Commanders will establish internal procedures to ensure that tracking of sick or injured personnel from embarked units and NOK notification are accomplished when so requested.

LETTERHEAD

CINCPACFLT COURIER AUTHORIZATION NUMBER _____

EXPIRATION DATE: _____

TO: _____

Subj: Designation as a Courier of Classified Material

Ref: (a) DOD 5200.1-R
(b) OPNAVINST 5510.1F, Chapter 12

1. You have been appointed an official courier to carry classified material. Your identification card number (DD Form 2) is _____.
Your point of departure is Honolulu, Hawaii and your destination is _____,
and known transfer points are: _____.

2. This courier authorization, together with official travel orders, should permit you to pass through any customs without the need for subjecting the classified material to inspection. If difficulty is encountered, you are to follow the procedures outlined below:

a. Arrival in/or Departure from Foreign Countries. You are to refuse to disclose classified material to customs inspection and insist upon the assistance of the local U. S. Military or State Department representative at the point of entry or departure.

b. Returning from TAD in Foreign Countries

(1) If arriving in Honolulu, Hawaii, you are authorized to physically open the courier pouches, briefcases, etc., at the request of U. S. Customs; however, you will not subject any classified material to review. If the Customs Official insists upon inspection, you will contact the CINCPACFLT Assistant Flag Secretary, telephone 471-0710/471-8128, and await further instructions.

(2) If arriving in other U. S. point of entry you are authorized to physically open the courier pouches, briefcases, etc., at the request of U. S. Customs; however, you will not subject any classified material to review. If the Customs Official insists upon reviewing the contents of the classified material you will refuse inspection and contact the local U. S. Military representative for assistance at that point of entry.

3. Specific description of envelopes/packages to be carried under this travel authorization are as follows:

4. You are reminded of the following precautions which you will observe for the protection of the material you are carrying:

a. The classified material shall be in your physical possession at all times except for temporary overnight storage at a U. S. Government activity or appropriately cleared contractor facility (Continental U. S. only). When surrendering any package containing classified material for temporary storage, e.g., overnight or during meals, you shall obtain a receipt signed by any authorized representative of the installation accepting responsibility for safeguarding the package.

b. Classified material shall not be read, studied, displayed, or used in any manner in public conveyances or places.

c. When classified material is carried in a private, public, or government conveyance, it shall not be stowed in a detachable storage compartment such as trailers, luggage racks, aircraft travel pods, or drop tanks.

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d. A list of all classified documents you will carry must be inventoried and recorded by the Staff Security Manager to which you are assigned. Upon return all classified material shall be accounted for. Any classified material acquired by you during this period of TAD shall be turned in to the Flag Secretary upon completion of TAD in order that it may be placed under proper control.

(Name, Title and Signature of

Authorizing Official, Command

and Official Telephone Number)

I certify that I have read and understand the instructions set forth above which pertain to the handling of classified material in my custody while I am an official courier. I have been briefed as to the provisions of DOD 5200.1-R and OPNAVINST 5510.1F Chapter 12.

(Signature and Date)

SAMPLE AUTHORIZATION LETTER

EXHIBIT 1

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CHAPTER 3

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SECTION 1 - TECHNICAL PUBLICATIONS

3101. TECHNICAL PUBLICATIONS LIBRARY. A technical publications library of tactical warfare publications shall be maintained by each command in accordance with the provisions of Chapter 3, NWP O, and OPNAVINST C5605.19C. The library shall be under the management of a Publication Control Officer who shall not normally be the same officer as the Communication Material Security Officer. The publications comprising the library shall be made readily accessible to interested personnel in order to ensure that maximum benefit is derived from them.

SECTION 2 - COMMAND TACTICAL TRAINING COURSE

3201. COMMAND TACTICAL TRAINING COURSE. The Tactical Training Group Command Tactical Training Course (CTTC), described in OPNAVINST 1500.49, is a key tool for upgrading fleet readiness through improved tactical decision making. To ensure maximum benefit, it is PACFLT policy that officers ordered to billets listed in OPNAVINST 1500.49 requiring Tactical Training Group training will attend the full CTTC course. Permanent change of station orders to these billets will provide for attendance for the full course of instruction. Exceptions to this policy may be granted only by COMNAVSURFPAC, COMNAVAIRPAC, COMSUBPAC, COMSEVENTHFLT, and COMTHIRDFLT personally on a strict case basis.

SECTION 3 - MISCELLANEOUS

3301. OPERATING AREAS. Fleet operating areas shall be established and allocated by commanders designated by CINCPACFLT.

3302. COMMISSIONING CREWS. COMNAVMILPERSCOM is responsible for the assembly of personnel, trained as individuals, to form the crews of new construction ships. The precommissioning training of personnel assembled as units of a prospective ship's company will necessarily be limited to such training as can be accomplished without interference with the primary assembly and fitting out duties of the precommissioning detail.

3302.1. Responsibilities of COMTRAPAC/COMSUBPAC. For other than submarines, COMTRAPAC shall be responsible for the group training and associated individual training of personnel assembled as units of a prospective ship's company at building yards or other assembly points on the West Coast. COMSUBPAC shall exercise this responsibility for submarines. COMTRAPAC or COMSUBPAC, as appropriate, shall furnish the prospective commanding officer, in a timely manner and without awaiting a request, information concerning group and team training which can be made available and a suggested training program. COMTRAPAC or COMSUBPAC, as appropriate, shall also advise COMNAVMILPERSCOM concerning intermittent travel orders considered necessary to effect the movement of personnel of new construction ships between assembly points, building yards, and schools in order that proper precommissioning training may be accomplished.

3303. SCHOOLS. Full advantage shall be taken of the training available at schools and training establishments ashore. Information concerning available service schools, eligibility requirements, and quotas are contained in pertinent volumes of the Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500.

3304. COMPETITION. The competitive aspect of required exercises is administered by respective type commanders to promote and sustain high standards of operational proficiency through intratype competition between combat capable forces. Battle Efficiency Competition Scoring shall be generally based upon 50% day-to-day performance and 50% completion of required exercises and inspection results.

3305. UNSCHEDULED TRAINING. Commanding officers shall schedule and conduct suitable training exercises during periods when exercises are not scheduled by higher authority. Full advantage shall be taken of periods in passage by conducting all possible underway training, including the firing of target practices upon arrival at or departure from ports or bases where the required services are available. In order that a ship or other unit desiring training services for a previously unscheduled exercise may obtain all available services through a single communication, a request covering all services desired shall be submitted:

a. To the commander of the local TRAPAC group or unit if such a unit is located in the vicinity of the area where the services are desired; or

b. To the local naval base commander if there is no TRAPAC group or unit located in the vicinity.

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The commander to whom the request is submitted shall make all necessary arrangements including, as appropriate, an area assignment, provision of the requested services if available, the promulgation of firing notices, and notification to all interested local commands.

3306. WARTIME FIRING. In time of war, when such exercises can be directed by the OTC without interfering with the conduct of task operations, each ship operating in a combat area shall fire some guns each day and shall rotate the firing in such a manner that all guns are fired at least once each week.

3307. TEST FIRING OF PYROTECHNICS. Test firing of pyrotechnics shall be conducted only when it is certain that no ship or aircraft in the vicinity may mistake the display for a distress signal, preferably in the daytime.

3308. GRADING OF EXERCISES. The final grading of exercises shall be accomplished by the cognizant type commander, or by a subordinate designated by him, in order to achieve uniformity of grading within the type. The grading of exercise performance shall be based upon the readiness of the unit to deal effectively with the situation simulated. Grading shall normally be limited to the assignment of a single broad adjective classification of OUTSTANDING, EXCELLENT, GOOD, SATISFACTORY, or UNSATISFACTORY, each as defined in the FXP series. Grades combining more than one of these classifications, such as "GOOD to EXCELLENT," shall not be assigned.

3309. REPORTS. Reports of individual ship, squadron, base, or other unit training exercises shall be forwarded to CINCPACFLT only if they contain important information of which he should be cognizant.

CHAPTER 4

SHIP MATERIAL READINESS

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SECTION 1 - GENERAL

4101. SCOPE. The provisions of this chapter relating to the material readiness of ships shall apply to vessels and service craft as defined in the glossary of U. S. Navy Regulations, 1973, and to boats and PACFLT shore installations, as appropriate.

4102. DEFINITION. "Material Condition" is defined as the condition which, achieved and maintained through careful preventive maintenance, repair, replacement, and tests, enables all compartments, equipment, and machinery of a ship or craft to fulfill the purposes for which they were designed.

4103. ALLOCATION OF RESPONSIBILITY

4103.1. CINCPACFLT. In the area of material condition, CINCPACFLT will take final Fleet action on alterations affecting military characteristics of ships and on changes affecting industrial facilities of shore bases.

4103.2. Type Commanders. Appropriate type commanders shall:

- a. Schedule and conduct material inspections as required.
- b. Establish a five-year force maintenance plan incorporating depot level overhauls and restricted availabilities and intermediate and organizational level upkeep periods. Plan should include anticipated scope and cost of repairs planned for each of the periods and levels of accomplishment providing a profile of total required maintenance effort for each ship to sustain improved material readiness. The plan will be updated at the Fleet Overhaul Scheduling Conference to serve as a credible baseline for budget support and for projecting maintenance requirements. Additional changes to schedules of regular overhauls, selected restricted availabilities, and post shake-down availabilities shall be recommended to CINCPACFLT.
- c. Make maximum use of afloat repair facilities and SIMAs in maintaining material readiness of ships, including ships in overhaul.
- d. Assign and supervise availabilities alongside repair ships, tenders, and shore-based repair activities under their operational control.
- e. Take final Fleet action on alterations not involving military characteristics of ships.
- f. Make recommendations to CINCPACFLT regarding alterations involving military characteristics of ships or aircraft.
- g. Review work requests of ships prior to shipyard overhaul.
- h. Maintain records of ship alteration and improvement programs.
- i. Review and act upon "in excess" requisitions, requests for changes in allowances, and reports of equipage surveys.
- j. Recommend to CINCPACFLT any changes in the two-year shock test schedule as proposed by NAVSEA and forwarded to CNO for approval in accordance with OPNAVINST C9110.2B; schedule ships for such tests; provide services for conducting shock tests, as directed; and forward via CINCPACFLT any reports of such tests which reveal unusual circumstances warranting comment by CINCPACFLT.
- k. Monitor and take positive action to enforce compliance with requirements of the 3-M (Maintenance and Material Management) System in accordance with OPNAVINST 4790.4 with particular emphasis on maintaining equipment readiness through accomplishment of PMS (Planned Maintenance Subsystem) maintenance requirements and ensure that each ship maintains an up-to-date Current Ships Maintenance Project (CSMP).
- l. Nominate candidate ships for INSURV inspections in accordance with current directives.
- m. Monitor and take positive action to ensure all ships and craft maintain a satisfactory magnetic condition and comply with the requirements of OPNAVINST C8950.2.

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4103.3. Type Commander Industrial Facilities. Type commanders with industrial facilities shall:

- a. Take final action on changes to industrial facilities which do not involve the approved missions and tasks of such facilities.
- b. Make recommendations to CINCPACFLT regarding changes involving the approved missions and tasks of industrial facilities.

4103.4. CINCPACFLT Subordinate Commanders Assigned Service Craft. With respect to craft assigned for administrative control, commanders shall:

- a. Recommend regular overhaul schedules to CINCPACFLT and request changes in accordance with CINCPACFLTINST 4780.4G.
- b. Review work requests prior to intermediate or depot level repair or overhaul.
- c. Conduct and report on material inspections as scheduled and required.
- d. Make maximum use of IMAs to maintain service craft.

4103.5. Operational Commanders. Operational commanders taking ships' maintenance requirements, including time needed for PMS accomplishment, into consideration, shall assign necessary upkeep periods, and shall recommend ships for restricted availability when necessary.

4104. POLICY. Ships shall be maintained in the best possible state of material readiness at all times. Accomplishment of a high state of material readiness is enhanced by the maintenance of a command material inspection routine, as outlined in a variety of regulatory and advisory publications. Such inspections should not become perfunctory and their scheduling should take into account the considerations of operating tempo, leave and liberty schedules, and working hours and conditions.

4105. OPERATING AND MAINTENANCE PRACTICES. Operating and maintenance practices shall be governed by manuals and instructions issued by Naval Material Commands and such special instructions as may be issued from time to time by type commanders or higher authority.

4106. MAINTENANCE

4106.1. Definition. The term "maintenance" means:

- a. All actions taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.
- b. All supply and repair action taken to keep the force in condition to carry out its mission.
- c. The routine recurring work required to keep a ship or equipment in such condition that it may be continuously utilized, at its original or designed capability and efficiency, for its intended purpose.

4107. MAINTENANCE LEVELS

4107.1. Organizational Level. Organizational level maintenance constitutes all maintenance performed by ship's personnel aboard a ship. The Planned Maintenance Subsystem described in article 4108 defines the minimum scheduled preventive maintenance program to be carried out aboard the individual ship. It is a command responsibility to ensure that this maintenance is effectively accomplished. The capabilities and resources made available within each ship are so designed as to give this ability to the commanding officer.

4107.2. Intermediate Level. Intermediate level maintenance refers to maintenance performed by both military and civilian Navy personnel and civilian contract personnel on board tenders, repair ships, aircraft carriers, fleet support bases, and SIMAs. Maintenance at the intermediate level shall be accomplished to the maximum extent feasible consistent with availability of materials, funds, and skilled manpower.

4107.3. Depot Level. Depot level maintenance is maintenance performed at shipyards or ship repair facilities. The only work to be scheduled for accomplishment by these

facilities will be those items which, in the judgment of the type commander, are not feasible to be accomplished by forces afloat because of insufficient manpower or because they are beyond the capabilities of forces afloat (or in WESTPAC where intermediate level maintenance facilities are unavailable).

4108. MAINTENANCE MANAGEMENT

4108.1. Maintenance and Material Management (3-M) Systems. The 3-M Systems are designed to provide all shipboard maintenance managers with the necessary tools to plan, direct, and control all levels of maintenance. Complete descriptions of the systems are contained in OPNAVINST 4790.4. The Maintenance and Material Management Systems consist of the Planned Maintenance System (PMS) and the Maintenance Data Collection System (MDCS).

4108.2. Planned Maintenance System (PMS). PMS defines the planned maintenance required, schedules and controls its performance, describes the methods and tools to be used, and forecasts the manpower and material requirements. PMS shall be implemented and installed on individual ships in accordance with detailed procedures of OPNAVINST 4790.4. PMS procedures supersede all other sources of planned maintenance requirements.

4108.3. Maintenance Data Collection System (MDCS). MDCS is designed to provide a uniform system for collection, centralized processing, analysis of maintenance data, and dissemination of information. The MDCS provides for reporting of alterations and certain deferred and completed maintenance actions. This data is used to provide an automated CSMP and automated work requests, and to form a data bank for analysis by systems command engineers responsible for equipment improvement or replacement. Data may also be retrieved by any command per instructions contained in Navy Maintenance Support Office (NAMSO) Catalog of 3-M Products. Type commanders shall implement MDCS in accordance with the detailed procedures of OPNAVINST 4790.4.

4109. SUPPLIES, REPAIR PARTS, AND EQUIPAGE

4109.1. On Board Levels. On board quantities of installed and portable equipment, equipage, and nondemand based repair parts (insurance items) shall be maintained at the levels prescribed in the ship's Coordinated Shipboard Allowance List (COSAL). Shipboard stock levels for consumables, demand based repair parts, medical and dental supplies, aviation stores, special clothing, clothing and small stores, ship's store stock, forms, publications, ammunition, water, and fuel will be maintained as prescribed in CINCPACFLT OPOD 201. Unfunded deficiencies of allowed repair parts will be recorded in the Deficiency in Allowance List (DIAL) records, maintained at NSC Oakland as outlined in NAVSUP Pub P-485. To assist in maintaining prescribed levels of repair parts, ships shall be assigned a supply availability generally at the time of regular maintenance overhaul. Supply overhauls in the Pacific Fleet will be conducted using the procedures set forth in NAVSUPINST 4441.21A (for non-aviation ships) and NAVSUPINST 4441.22 (for CVs and LPHs). Additional information on levels of supply is contained in Appendix 5 to ANNEX D to CINCPACFLT OPOD 201.

4109.2. Changes in Allowance and Load Lists. Ships' requests for changes in allowance and load lists shall be forwarded via the type commander and in accordance with the instructions of the cognizant bureau, systems command, or inventory manager. The provisions of article 4401.3 regarding requests for alterations are likewise applicable to requests for changes in allowance.

4109.3. Requisitioning. A ship shall prepare and submit requisitions, as available funds permit, to fill each deficiency in prescribed on board quantities at the time the deficiency occurs, whether through issue, survey, loss of inventory, or change in prescribed quantity. Subject to the availability of funds, depletion of on board quantities should be avoided through the timely submission of requisitions for materials which are known to be required for use by the ship during upkeep or repair availability periods.

4109.4. Material for Use by Repair Activities. The procurement of material to be used by a shore repair activity is the responsibility of the repair activity concerned. On board repair parts from the ship being repaired may be released and issued to a repair activity when the material required would not otherwise be available in sufficient time to meet the assigned completion date. In such cases, a clear understanding shall be reached by representatives of the repair activity and the ship's representative as to whether (1) the cost of the replacement material is reimbursable to the type commander, with the ship

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requisitioning replacement material, or (2) replacement in kind will be furnished to the ship from material ordered by the repair activity. When material has been produced or ordered by a ship for planned work which is subsequently accomplished by a repair activity instead of the ship, the availability of the material shall be shown in the work request and the material shall be furnished to the repair activity without reimbursement.

4110. REMOVAL OF EQUIPMENT FROM VESSELS IN INACTIVE STATUS. No article of ordnance, machinery, or other equipment shall be removed from a vessel in inactive status, for either temporary or permanent use elsewhere, except in accordance with OPNAVINST 4770.5E.

SECTION 2 - REPAIR AND UPKEEP PERIODS

4201. SCOPE OF DIRECTIVES. Definitions of the various periods for the repair and upkeep of ships and the categories of work to be performed during those periods, with general regulations governing the performance of such work, are set forth in OPNAVINST 4700.7F. The following articles of this section amplify these definitions and regulations for application to PACFLT ships.

4202. OVERHAUL, POST-SHAKEDOWN, AND INACTIVATION AVAILABILITIES. Regular overhauls and post-shakedown and inactivation availabilities and selected restricted availabilities are assigned and scheduled by CNO on the basis of recommendations by CINCPACFLT. Overhauls are covered in detail in section 3 of this chapter.

4203. RESTRICTED AVAILABILITY

4203.1. Definition. A restricted availability is an assignment to a shore-based repair activity for the accomplishment of specific items of work, normally with the ship present, during which period the ship is rendered incapable of fully performing its assigned mission and tasks or current operational assignment due to the nature of the repair work.

a. Assigning Authority. A restricted availability in EASTPAC shall be assigned by the cognizant type commander or his designated subordinate commander with the concurrence of the operational commander. A restricted availability in WESTPAC shall be assigned by COMSEVENTHFLT in coordination with COMNAVLOGPAC and the shore-based ship repair facilities. Post-deployment selected restricted availabilities of aircraft carriers and others adopted for specific purposes will be assigned by CNO to permit preplanning in order that time and funds may be more effectively utilized.

b. To Whom Assigned. A restricted availability on the west coast of the United States or in Pearl Harbor shall be assigned by the type commanders or other assigning authority to an industrial shore activity (naval shipyard, SIMA, or SUPSHIP) upon determination of available industrial capacity. The authorizing correspondence or message should be addressed directly to that activity and shall establish the assignment of the availability directly with the performing activity. If operational commitment or military requirements necessitate restriction of an industrial availability to a particular location, the authorizing correspondence shall so indicate.

c. Duration. A restricted availability shall be assigned for a specific period of time by agreement with the shipyard commander or SUPSHIP concerned, or on a "recommended completion" basis, whereby the shipyard commander or SUPSHIP concerned will recommend a completion date to the type commander as soon as the scope of work is sufficiently developed. In correspondence relating to "recommended completion" assignments, the term "RECOMP" shall constitute a request to the industrial activity to recommend a completion date. An assignment of restricted availability for a specific period of time might read: "PER PHONECON MY CAPT XRAY/YOUR CAPT YOKE, RAV ASSIGNED USS ZEBRA (IX-999) 25-30 JUN 72 FOR MAIN-ENGINE REPAIRS LISTED IN REF A." An assignment of restricted availability on a RECOMP basis might read: "USS ZEBRA (IX-999) ASSIGNED RAV FOR MAIN-ENGINE REPAIRS COMMENCING 25 JUN 72. COMPLETION DESIRED PRIOR 1 JUL 72. RECOMP." No RFS period is included in a restricted availability period unless specifically assigned by the type commander.

d. Notification. Those commanders with a definite "need to know" shall be informed of the assignment of, changes to, or completion of a restricted availability. Normally, neither CNO nor CINCPACFLT need to be informed. CNO and CINCPACFLT should, however, be notified of restricted availability assignments in those instances where major repairs are involved (such as resulting from fire, explosion, collision, or groundings) or other such cases of special interest.

e. Recommendations by Operational Commander. The operational commander may recommend a ship for restricted availability:

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- (1) For urgent military alterations; or
- (2) For repairs which should be undertaken to ensure safe and reliable operation, to prevent deterioration, to ensure the health or comfort of the crew, or to permit the ship to maintain its scheduled operations.

4203.2. Assignment

4203.21. Work Authorized. A ship shall normally be assigned restricted availability for the accomplishment of specific work items defined and approved in advance by the assigning authority. Supplementary work items beyond those which are an extension of work already approved shall be referred to the type commander, his authorized representative, or the assigning authority for approval before the supplementary work is started. When the need develops for supplementary work which is of such a nature that it must be accomplished before the ship can sail, the commander of the repair activity may authorize the start of the work in advance of formal approval if funds are available and if the time element is important.

4204. TECHNICAL AVAILABILITY

4204.1. Definition. A technical availability is an assignment to a shipyard or shore-based repair activity for the accomplishment of specific items of work, normally with the ship not present, during which period the ship's ability to fully perform its assigned mission and tasks or current operational assignment is not affected by the nature of the repair work.

4204.2. Assignment. A technical availability shall be assigned by the cognizant type commander or other commander to whom such authority has been delegated in the same manner as for restricted availabilities. (See article 4203.1a.) To reduce administrative message traffic, only those commanders who have a definite "need to know" shall be informed of the assignment of, change to, or completion of a technical availability. Normally, neither CNO nor CINCPACFLT need be so informed.

4205. VOYAGE REPAIRS. Voyage repairs consist of emergency work which is necessary to enable a ship to continue on its mission and which can be accomplished without requiring a change in the ship's operating schedule or the general steaming notice in effect.

4206. TENDER AVAILABILITY. A tender availability is an assignment of a ship to a period alongside a repair ship or tender for the accomplishment of repairs or authorized alterations which are beyond the capacity of the ship's force. A tender availability is generally assigned during an upkeep period scheduled by the operational commander.

4207. UPKEEP PERIODS

4207.1. Definition. An upkeep period is a maintenance period during which steaming notice is extended sufficiently to facilitate the overhaul of machinery and equipment. A ship may or may not be assigned availability alongside a repair ship or tender or at a shore-based repair activity during such an upkeep period. Although maintenance shall be paramount during an upkeep period, maximum advantage shall be taken of the opportunity to conduct in port training.

4207.2. Major Upkeep Periods Between Overhauls. The cognizant type commander or the officer responsible for the maintenance of a surface ship shall arrange for an extensive repair period alongside a repair ship or tender or at a shore-based repair activity approximately midway between overhauls if the ship is not under an EOC or Planned Maintenance Program. Submarine restricted availabilities for docking will be accomplished as required by CNO submarine maintenance policy.

4207.3. Continuity of Upkeep Periods. Scheduled upkeep periods shall not be interrupted for other than emergency reasons. Care shall be exercised in scheduling administrative inspections and other externally imposed interruptions in order that the intended continuity in the completion of required work can be maintained. A ship shall be moored in a protected anchorage or at a special mooring during each upkeep period, if practicable, and shall not be required to move except in an emergency.

4207.4. Modified Routine. During such a period, ship's routine shall be modified as necessary to ensure maximum maintenance benefit.

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4208. SIMA AVAILABILITIES

4208.1. Shore Intermediate Maintenance Activities (SIMAs). Fleet units and service craft will be assigned availabilities with the SIMAs for the accomplishment of alterations and repairs. The period of a ship's assignment should generally coincide with a normal upkeep period for scheduled work. The assigned ship's steaming notice for purposes of readiness will be commensurate with upkeep periods as set forth in article 4207.1. Availabilities may also be assigned for emergency work and for unscheduled ship-to-shop work.

4208.2. Assignment of SIMA. Type commanders will assign availabilities with the SIMAs upon determination of available capacity. Assignment of work to the SIMAs should be managed to minimize the cost of work which must be assigned to industrial activities.

4209. CONTINUOUS MAINTENANCE. The material readiness of the Fleet is primarily dependent upon the maintenance efforts of ship's personnel. Accordingly, each ship shall take advantage of every opportunity to prosecute a continuous program of maintenance and upkeep, within such limitations as may be imposed by operations or other instructions. When at anchor and not scheduled for upkeep, a ship shall undertake such maintenance as will not interfere with scheduled operations or with the steaming notice in effect. A great deal of maintenance can also be accomplished during underway periods, particularly when the speed employed is such as to permit work on a portion of the boilers and auxiliary machinery. Personnel shall be indoctrinated to correct, without delay, all deficiencies which are noted during the operation or inspection of machinery and equipment and which are within the repair capacity of the ship's force.

4210. DRYDOCKING OF SURFACE SHIPS BETWEEN OVERHAULS. NAVSEATECHMAN, Chapter 9070, prescribes that drydocking shall be accomplished during regular overhaul, except as prescribed therein. To ensure that available funds are expended only for that work which is mandatory or of proven cost-effectiveness, the following policy shall be observed for PACFLT surface ships in regard to docking intervals: (a) ships will not be docked between regular overhauls solely for cleaning and painting of the underwater hull unless required by unusual fully reported circumstances; (b) cleaning and painting of the underwater hull of ships docked for other reasons between regular overhauls will not be accomplished unless required by unusual, fully reported circumstances; and (c) spot blasting of heavily fouled and corroded areas, usually where paint coating has been damaged, should be conservatively authorized by an experienced shipyard technician.

SECTION 3 - OVERHAULS

4301. SCOPE. The provisions of this section are applicable to periods assigned for the accomplishment of regular overhauls, selected restricted availabilities, and post-shakedown availabilities. The overhaul period includes post-repair trial, post-trial repairs and adjustments, and, in the case of submarines, trim and tightness dives as set forth in OPNAVINST C9110.2B.

4302. READINESS-FOR-SEA (RFS) PERIOD. The RFS period for all types is seven calendar days commencing at 0001 (zone time at the overhauling activity) of the day after the end of the overhaul period. This RFS period shall be controlled by the type commander, who may reduce it or increase it as necessary or desirable for a specific ship overhaul. It is not intended that work on the ship will be performed by the shipyard during the RFS period. The period shall be devoted to:

- a. Loading ammunition and supplies.
- b. Fueling.
- c. Degaussing, deperming, and calibration and alignment of radio direction finders, radar, sonar, and other equipment -- all if required and if facilities are readily available.
- d. Cleaning, painting, and stowage of gear for sea.

If facilities are not available for degaussing, deperming, calibration, or alignment as required, these operations will be performed later as arranged by the type commander.

4303. DETERMINATION OF DATES. When the preoverhaul logistics period is spent at a location other than the overhauling shipyard, the starting date of a regular overhaul period shall be the next working day after the arrival of the ship at the shipyard. Overhauls shall not be scheduled to start or end on Sundays or holidays. The following examples indicate the method of determining pertinent dates:

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TYPE (PERIOD)	SHIP ARRIVES	OVERHAUL		OVERHAUL		RFS PERIOD		SHIP	RFS
		BEGINS		ENDS		BEGINS			
CA (3 mos)	5 JUL (Sat)	0000	7 JUL (Mon)	2400	6 OCT	0000	7 OCT	0000	14 OCT
LPA (2 mos)	14 JUL (Mon)	0000	15 JUL (Tue)	2400	14 SEP	0000	15 SEP	0000	22 SEP
PCE (49 days)	24 JUL (Fri)	0000	28 JUL (Mon)	2400	14 SEP	0000	15 SEP	0000	22 SEP

4304. OVERHAUL SCHEDULES. Proposed schedules for regular shipyard overhauls, based upon the recommendation submitted by type commanders, are submitted by CINCPACFLT for final approval by CNO.

4304.1. Changes. The following subdivisions of this article set forth the procedures to be followed where changes to an approved overhaul schedule are necessary or desired.

a. Overhaul and Other Availability Start and/or Completion Date Changes

(1) The cognizant type commander shall closely monitor the progress of the overhaul. If it appears that the assigned start and/or completion date(s) will be either anticipated or delayed, the type commander in conjunction with the overhauling activity shall take action as delineated in articles 4304.1b, 4304.1c, and 4304.1d. In the special case where the modified start date is not in the same fiscal year as the original start date, all requests shall be forwarded to CINCPACFLT for resolution. All interested commands, including CNO and CINCPACFLT, shall be kept informed by message of all changes. In all cases, a statement of concurrence or nonconcurrence by the overhauling activity is required.

(2) Changes to overhaul start or completion dates made by type commanders (articles 4304.1b and 4304.1d) are cumulative and the total shall not exceed 35 days for an overhaul or selected restricted availability and 21 days for a post-shakedown availability.

b. Overhaul and Selected Restricted Availability Date Changes

(1) Requests for changes in start or completion dates or more than 35 days shall be forwarded to CINCPACFLT for resolution.

(2) The cognizant type commander shall take final action by message on requests for changes to delay or advance scheduled starting dates (by 35 days or less), and delay completion dates by 35 days or less. All interested commands, including CNO and CINCPACFLT, shall be information addressees.

(3) The cognizant type commander may terminate availabilities early at his discretion, ensuring that all interested commands are informed by message.

c. Change of Overhauling Activity. A request for a change of overhaul activity shall be forwarded to CINCPACFLT by the type commander for action. The request shall include statements of concurrence or nonconcurrence by the overhaul activities concerned.

d. Post-Shakedown Availability Changes. Type commanders shall take final action by message on requests to delay or advance scheduled starting dates up to three weeks if the naval shipyard commander or Supervisor of Shipbuilding, Conversion, and Repair concerned concurs. All interested commands, including CINCPACFLT and CNO, shall be information addressees. Completion dates may, likewise, be delayed up to three weeks providing the SCN funding and work limit date is not exceeded. PSA schedule change messages must contain the SCN funding cut off date. The SCN funding and work limiting date is the end of the 11th month following the month in which fitting out is completed. As a general rule, it is not expected that higher authority will waive this cut off date; therefore, it is most important that adequate time be allowed between the planned completion date and the SCN cut off date to allow for unforeseen delays and additional work that may be required.

4305. REPORTING FOR OVERHAUL. The cognizant type commander shall order a ship to report for its assigned overhaul in accordance with the approved overhaul schedule. An RFS date shall be assigned at the same time if any departure from the basic seven-day period is to be authorized. Every effort shall be made to start each overhaul in accordance with the approved schedule.

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4306. WORK REQUESTS. A ship assigned for overhaul shall submit work requests in accordance with OPNAVINST 4700.7F, OPNAVINST 4790.4, and in accordance with the following subdivisions of this article.

4306.1. Preparation. Each work request will be prepared on the form prescribed in OPNAVINST 4790.4. It shall be as detailed as is necessary to ensure clear understanding. Specifications for the work requested shall be clearly and precisely stated, avoiding such generalities as "Open pumps for examination, repair as necessary, and place in first-class working condition." The symptoms of maloperation or the conditions which make the requested work necessary shall be clearly stated. Where it will facilitate clear understanding, reference shall be made to plans and part numbers in identifying defective parts and describing the requested repairs. The identity of the ship's inspectors shall be shown for each work item. Frequently, a work request will require reference to correspondence not held by the overhauling activity. To expedite the processing of such a work request, a copy of any pertinent correspondence shall be appended.

4306.2. Special Material. In addition to a full description of the required work, a note shall be added to the work request, when appropriate, listing a proprietary or special equipment or parts which will be required in connection with the requested work. If requisitions covering the required materials have previously been submitted, full information relative to their status shall be included.

4306.3. Urgency of Work. Work requests shall indicate the relative urgency of the work.

4306.4. Work Requested. No item of work shall be requested unless it is beyond the capability and/or capacity of the ship's force. When requesting work, commanding officers and unit commanders must carefully assess the situation, taking into account the ship's operational tempo, ship's force manning levels, and ship's force experience levels. The primary objective is to fully utilize ship's force maintenance resources; however, indiscriminate assignment of work to the ship's force must be avoided. (See article 4307 for accomplishment of alterations.)

4306.5. Submission, Timing, and Distribution. Initial work requests shall be submitted to reach cognizant type commander and industrial activity in accordance with the schedule prescribed in OPNAVINST 4700.7F. When overhaul work packages are developed for nuclear submarines or other ships, these documents will take the place of ship's force work requests.

4306.6. Type Commander's Review and Action. The type commander shall screen each work request, with the assistance of PERA if appropriate, and shall authorize, cancel, modify, or defer each item. In addition, any ambiguities which may exist in an authorized work request shall be clarified, as necessary, in order to present a precise definition of the exact nature and scope of the work authorized. The type commander's action on each work request shall be clearly indicated in the spaces provided on the request form or by endorsement thereto.

4306.7. Timely Processing. In order that sufficient time may be available to the overhaul activity for adequate advance planning and material procurement, the type commander shall forward the original and one copy of each work request, with screening action indicated thereon, to reach the industrial activity in accordance with the schedule of OPNAVINST 4700.7F.

4306.8. Supplementary Work Requests. Supplementary work requests for work found necessary after the submission of the initial work requests shall be prepared and submitted in the same manner as the initial requests. A copy of each work request shall be submitted directly to the overhauling activity (naval shipyard or SUPSHIP) while the original is being submitted to the cognizant type commander. Upon receipt of a supplementary work request, the commanding officer of the overhauling activity shall have the work promptly estimated. He shall then inform the cognizant type commander and commanding officer of the ship, by the fastest practicable means, of the time and funds involved. If the work is to be accomplished by a private shipyard, all supplementary work requests should be submitted in sufficient time for the type commander to provide screening action to SUPSHIPS 85 days before the overhaul/availability, with the understanding that mandatory/emergency work will be submitted whenever the requirement exists. Only in emergency cases will the repair activity commence work prior to the receipt of approval by the cognizant type commander. Work requests submitted after arrival of the ship at the overhauling activity shall be submitted as they develop. They shall not be accumulated for periodic submission. The commanding officer of the ship

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shall indicate the relative priority of each work request. Every effort must be made to minimize the amount of supplementary work requests in order to avoid impacting on the repair activity's work schedule.

4306.9. Ship's Force Overhaul Work Items. A ship scheduled for overhaul shall submit with its work requests a list showing what work the ship's force intends to undertake during the overhaul and what shipyard assistance such as special tools and material will be needed. Type commanders, in screening work requests to the ship's force for accomplishment, shall add such items to the ship's force overhaul items list. Shortly after the ship's arrival at the overhauling activity, the list will be reviewed and revised as required. A schedule of milestones and completion dates shall be developed jointly by the ship and the shipyard in order to further the orderly progress of the overhaul. Management and integration of the ship's force work into the total overhaul package will be accomplished by means of the Ship's Force Overhaul Management System (SFOMS) where implemented.

4307. ALTERATIONS

4307.1. Planning for Alterations. Alteration planning shall be accomplished in accordance with OPNAVINST 4720.2D through an annual series of Fleet Modernization Program Conferences chaired by OP-97.

4307.2. Review of Authorized Title "K" Alterations. Prior to the start of a ship's scheduled overhaul, NAVSEASYSKOM issues a list of all Title "K" alterations which are authorized for accomplishment, within available funds and priorities, during that overhaul. Upon receipt of the list of Title "K" authorized alterations, the ship shall review it and shall forward the following information by speedletter to the type commander for review and for further dissemination to NAVSEASYSKOM and the shipyard:

- a. Title "K" alterations listed which have already been completed.
- b. Title "K" alterations which are partially completed, stating for each what work has been done.
- c. Title "K" alterations material already on board the ship.
- d. Title "K" alterations listed which are not applicable, and why.
- e. Related Title "K" alterations which are not authorized but which may be required to permit accomplishment of the authorized alterations.
- f. Requests for additional Title "K" alterations.

If the review of the NAVSEASYSKOM list of authorized alterations indicates a necessity for additional alterations, the type commander shall immediately inform CNO via CINCPACFLT, info CHNAVMAT, NAVSEASYSKOM, and the industrial activity. The request should include justification and proposed offsetting compensation.

4307.3. Review of Authorized ORDALTs. Prior to a ship's availability for scheduled overhaul, NAVSEASYSKOM transmits to the overhaul activity, and the ship, a list of ORDALTs authorized for accomplishment, arranged in order of priority and including estimated costs. Upon receipt of the list of authorized ORDALTs, the ship shall review it within two weeks and shall then submit to the type commander, for review and for further dissemination to NAVSEASYSKOMHQ and the shipyard:

- a. A list of those ORDALTs authorized for accomplishment which have previously been completed.
- b. Information concerning the availability of any ORDALT material already on board the ship.
- c. Request for additional ORDALT accomplishment.

4307.4. Alterations Equivalent to a Repair (Title "D" Alterations). Title "D" alterations are authorized and funded by type commanders. Ship's force may request accomplishment of these alterations and alterations equivalent to repair (AERs) for overhauls as required; special program material may be required and must be requested by the type commander.

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4307.5. Title "F" Alterations. Title "F" is assigned to alterations that are capable of being accomplished by forces afloat and are authorized by type commanders. Ship's force may request accomplishment of these alterations for overhauls as required; special program material is not required.

4308. INSPECTION OF SHIPYARD WORK

4308.1. Responsibility of Commanding Officers. The commanding officers of both the ship and the repair activity are charged jointly by OPNAVINST 4700.7F with responsibility for inspection of work performed by a repair activity on a ship and its equipment. It is the responsibility of the commanding officer of the repair activity to require such inspections as will ensure the proper execution of the work and adherence to prescribed specifications and methods. The commanding officer of the ship shall make such inspections as may be necessary to determine whether the work is satisfactory, both while in process and when completed.

4308.2. Additional Ship's Inspectors. The commanding officer of the ship shall appoint such additional ship's inspectors as may be necessary to assist and represent him in fulfilling his inspection responsibilities. In general, the heads of departments shall be the inspectors for items of work under the cognizance of their respective departments, and they shall appoint sub-inspectors from among the officers and petty officers as necessary to ensure that the work done under each job order issued is adequately inspected. Should a designated inspector be absent from the ship during a time when services as an inspector are required, a relief inspector shall be appointed and the overhauling activity shall be promptly informed.

4308.3. Duties of Ship's Inspectors. Each ship's inspector or sub-inspector shall, with respect to the repair or alteration items assigned:

- a. Be thoroughly familiar with all applicable plans, manuals, general specifications, and instruction books.
- b. Upon arrival at the yard, be immediately available to discuss items with cognizant representatives of the yard.
- c. Be informed daily, through actual observation and inspection and by such other means as may be appropriate, concerning methods and materials being employed, tolerances observed, tests conducted, and overall progress.
- d. Keep continuously informed regarding the quality of the work.
- e. Witness all important tests and verify the results.
- f. Make periodic estimates, independent of the yard, of the percentage of completion, the estimated date of completion, and the date of readiness for test if required.

4308.4. Supervision by Commanding Officer. To ensure that the inspection function is being properly performed, the commanding officer of the ship shall inform himself at frequent intervals concerning the overall status of all work authorized for accomplishment during the overhaul. This will require the compilation of information from all ship's inspection personnel concerning the status of design and planning work, material procurement, shop work, and installation and test aboard the ship.

4308.5. Report of Unsatisfactory Work. The commanding officer of the ship shall maintain close liaison with the naval authority under whose jurisdiction the overhaul is being conducted. He shall refer to that authority any substantial problems which may develop, including any problems involving questionable quality or lack of orderly progress of the work. When the commanding officer of a ship deems any item of work done for his ship by the repair activity to be unsatisfactory and a satisfactory adjustment can not be obtained locally, he shall, when circumstances warrant, report the facts in writing to the type commander via the commanding officer of the repair activity, who shall submit by endorsement his recommendation in the matter to the authority to whom the report has been made. Information copies of the written report and endorsement should be sent to CINCPACFLT and the ISIC of the repair activity. For a ship not in commission, reports of unsatisfactory work shall be made by the naval commander to whom the ship is assigned, or his designated representative. In the absence of such reports, it will be assumed that the overhaul has begun promptly and that it is progressing satisfactorily, both as to quality and progress of the work, or, if the overhaul and RFS periods have expired, that all work authorized and all necessary tests and trials have been satisfactorily completed and the vessel is in all respects ready for sea.

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4308.6. Report of Less Than Thorough Overhaul. All regular overhauls shall be planned to provide for accomplishment of all outstanding major repairs and major maintenance necessary to ensure reliable material readiness and operations during the succeeding operational cycle. If this level of maintenance cannot be attained within available resources of manpower, time, material, expertise, or funds, the type commander shall report to CINCPACFLT the circumstances surrounding the accomplishment of any overhaul considered less than standard. This report shall include a list of all deferred work, the estimated cost of each item, and details of performance in which the ships will fall short.

4309. POST-REPAIR TRIALS. Surface ship post-repair trial shall be conducted in accordance with the provisions of Chapter 9080, NAVSHIPS 250-000, and this article. The post-repair trial shall be designed to test the main engines, boilers, and auxiliary machinery and equipment, including electronics and ordnance equipment. Diesel and nuclear submarines and noncombatant submersible trials will be held in accordance with OPNAVINSTs 9080.2J, 9080.3E, and 9080.5, respectively.

4309.1. When Held. The post-repair trial shall be conducted prior to the completion of the overhaul period. It shall be held as soon as practicable after (1) work has been completed and preliminary dock trials have been conducted, and (2) the persons responsible for the work are satisfied that the machinery is in all respects ready for a sea trial.

4309.2. Conduct of Trial. The trial shall be carried out in free route at sea. It shall be conducted by the ship's force, and it may be witnessed by a representative of the repair activity concerned. The conditions of the trial will be determined largely by the character of the work which has been performed. It shall be conducted in such a manner as the commanding officer considers necessary and sufficient to permit the full accomplishment of the objectives of the trial. The trial shall be of sufficient duration to prove that all repairs and alterations have been accomplished.

4309.3. Full Power Trial

a. Ship Receiving Major Propulsion Plant Repairs. Prior to the commencement of major propulsion repairs, a ship will normally conduct a full power run to identify deficiencies which must be corrected to ensure a satisfactory post-repair full power trial. Upon completion of major main propulsion plant repairs, a ship shall normally include a full power trial, conducted in accordance with the procedures of FXP-J, during the post-repair trial. The length of the full power trial will be of such duration necessary to satisfy the commanding officer and the ship repair activity inspector that correct and acceptable main propulsion plant readiness has been achieved. A full power trial shall not be conducted, however, until bearings and other new machinery parts have been run in and the crew has reached a state of training which will permit a full power trial to be conducted without undue hazard to the machinery plant. A ship with reciprocating engines in which new piston rings have been installed shall defer full power operation until the engines have operated for the number of hours recommended in the manufacturer's instruction book or, in the absence of other instructions, for a period of eight hours.

b. Ship Not Conducting or Attaining Full Power During Post-Repair Trials. Where a four hour full power trial is not conducted during post-repair trial because the crew has not achieved the requisite state of training, the commanding officer shall run such a full power trial prior to the end of the training period. When a full power trial is not attained during post-repair trials because of mechanical failures, the reasons for failure shall be analyzed and corrected on an expeditious basis, utilizing necessary technical assistance as required. If a four hour full power trial has not been conducted or attained during post-repair trials, the commanding officer shall report by message the reason therefor to his type commander, info CINCPACFLT. The type commander shall initiate the earliest possible corrective action in such circumstances.

4310. LIAISON AND COOPERATION WITH SHIPYARD PERSONNEL. The importance of close cooperation between the ship's force and shipyard personnel cannot be overemphasized. Commanding officers shall take positive steps to ensure that close liaison between the ship's inspection personnel and appropriate industrial representatives is established and maintained. If work requests have been properly drawn and their submission is timely, if inspection by the ship's inspectors is timely and thorough, and if proper liaison is maintained with appropriate officials, reports of unsatisfactory work will be rare and the overhaul will normally be highly satisfactory.

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4310.1. Naval Shipyards. Many of the questions that arise during an overhaul at a naval shipyard must be taken up with the appropriate shipyard officials. Requests for changes in job order specifications of plans, for example, must be taken up with the Planning Department, not with civilian supervisors in the Production Department. The ship superintendent is a ready source of information on shipyard organization. Any doubt concerning the proper official to contact on a particular matter should be resolved through him. The ship's inspectors and, where appropriate, the sub-inspectors shall be encouraged to consult with shipyard officials as frequently as may be necessary to ensure proper conduct of the overhaul.

4310.2. Private Shipyards. Questions which arise during an overhaul at a private shipyard, and which concern the scope or the quality of the work performed or to be performed by the shipyard, shall be taken up only with cognizant SUPSHIP personnel. All requests for work authorization must also be submitted to the SUPSHIP, not to the private shipyard. The SUPSHIP is the contracting officer, the only person authorized to contract for additional work or to release the contractor from any provisions of the work specifications.

SECTION 4 - MISCELLANEOUS

4401. ALTERATIONS

4401.1. Definitions. "Repair," "alteration," and "alteration equivalent to a repair" are defined in OPNAVINST 4700.7F. NAVSEAINST 4720.3 defines and explains the "approval" and the "authorization" of alterations, separate actions which must be distinguished.

4401.2. Approval and Authorization. An alteration to a ship shall be undertaken only when that alteration has been both approved and authorized. The approval of alterations and their authorization for accomplishment are matters which are vested in the cognizant systems command. A request from the commanding officer of a ship for an authorization to accomplish an approved alteration shall be submitted to the cognizant type commander for appropriate action.

4401.3. Initiation of Request. It is the responsibility of the commanding officer of a ship or of a superior in the administrative chain of command to initiate a request for an alteration when, in his opinion, conditions justify the alteration. Since considerable time must necessarily elapse between the submission of the request and its approval and authorization by the cognizant bureau, it is essential that a needed alteration be requested as soon as possible after the need becomes apparent.

4401.4. Justification. An alteration shall be requested only if it would satisfy one or more of the following conditions and if the cost would not be excessive for the degree of improvement to be achieved:

- a. Increase the offensive power of the ship.
- b. Increase the power of survival of the ship under a form of attack or other hazard to which it may be exposed.
- c. Increase the ship's radius of action under war conditions.
- d. Simplify or increase the reliability of a shipboard installation.
- e. Reduce the number of personnel required to man the ship under war conditions.
- f. Be beneficial to the health, safety, or morale of personnel.
- g. Be necessary to the safety of the ship or its machinery, armament, or other equipment.
- h. Otherwise increase the military effectiveness of the ship.

4401.5. Routing. A request for an alteration shall be forwarded via the type commander, and then:

- a. In the case of an alteration involving a change in the military characteristics of the ship, to CNO via CINCPACFLT and the cognizant systems command; or

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b. In all other cases, to the cognizant systems command. The type commander shall forward a copy of each alteration request, with all endorsements thereon, to CINCPACFLT and to his counterpart in LANTFLT.

4402. LOADING. The ability of a ship to survive is closely related to its loading. The liquid loading prescribed for torpedo protection and ballast should be maintained. Beyond this, however, the power of survival generally increases with a reduction in displacement.

4402.1. Limitations and Restrictions. Subject to such requirements as the operational commander may impose for a specific operation, the commanding officer shall ensure that the total quantities of fuel, water (including required ballast), provisions, stores, and ammunition carried do not produce loading in excess of the limiting draft and liquid loading instructions issued by NAVSEASYS COM for each class of ship. Before ordering a ship to exceed its permissible loading, the operational commander shall carefully consider all factors involved. He shall order the excess loading only if he determines that the mission requires it and is of sufficient importance to justify the temporary reduction in the ship's power of survival.

4403. ECONOMY. Each commanding officer shall instill in the officers and men serving under him an acute awareness of the necessity for economical operation and the prevention of waste.

4404. REPORTS OF MATERIAL CASUALTIES

4404.1. Report to Senior Officer Present. Article 0743, U. S. Naval Regulations, 1973, requires that the facts of a grounding, collision, or other serious accident, unless it falls within a category expressly excepted by that article, be reported immediately and in detail to the Senior Officer Present.

4404.2. Impairment of Readiness. Reports of material casualties resulting in the impairment of readiness shall be submitted in accordance with the appropriate articles of the effective edition of NWP 7.

4404.3. Possible Admiralty Claim. A material casualty which involves a possible admiralty claim shall be reported in accordance with article 2607. If the casualty is of such a nature that reports are required under both articles 2607 and 4404.2 above, a single message report may suffice. Such a dual purpose report shall be prepared in accordance with the effective edition of NWP 7, with the addition of JAG (Admiralty Division) as an action addressee and the cognizant Naval District Commandant or area commander as an information addressee.

4404.4. JAG Manual Investigation. A material casualty may require investigation by a fact-finding body convened pursuant to the JAG Manual. Article 1603.1 and regulations cited therein provide guidance in determining whether such an investigation is required.

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CHAPTER 5

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SECTION 1 - GENERAL

5101. DEFINITION. Logistics comprises those aspects of military operations which deal with:

- a. The design, development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material.
- b. The movement, evacuation, and hospitalization of personnel.
- c. The acquisition of, construction, maintenance, operation, and disposition of facilities.
- d. The acquisition or furnishing of services, including medical and dental care and treatment.

Logistics comprises both planning, including the determination of requirements, and implementation. Logistic guidance for peacetime operations is contained in ANNEX D of CINCPACFLT OPORD 201.

5102. INSPECTION OF PROJECTILE GAS CHECK SEALS (GCS). It has been demonstrated through firing tests and other laboratory tests and analyses that a missing or damaged projectile gas check seal can be one of several possible causes of projectile malfunctions. Inasmuch as the integrity of the projectile gas check seal can be determined through inspection by shipboard personnel, it is mandatory that this be done. Accordingly, Fleet users are required to inspect 5-inch through 16-inch projectile base fuze, base fuze hole plug, and base plug gas check seals subsequent to receipt from an ammunition issuing activity and prior to firing. NAVSEAINST 8030.2 series contains GCS inspection requirements plus diagrams of both properly installed and unsatisfactory projectile gas check seals. The following GCS inspection procedures apply, and the importance of strict adherence to these rules cannot be overemphasized. They are vital aspects of the training and indoctrination of ammunition handlers and loading crews.

- a. GCS inspection requirements shall be set forth in writing as part of the ammunition handling procedures of applicable ships.
- b. The GCS inspection shall be accomplished on receipt of projectiles as part of the loading and strike-down evolution unless such action is prohibited by urgent operational necessity, in which case it shall be done as soon as possible. GCS shall again be carefully checked prior to firing.
- c. GCS inspections shall be certified in writing by an officer or chief petty officer for all projectiles received on board and shall be made a part of on board ammunition records.
- d. GCS inspections shall be included as part of pre-firing check off lists for scheduled firings.

Type commanders are to include GCS inspection requirements in Type gunnery procedures and directives.

5103. NUCLEAR WEAPONS

5103.1. Functions Reserved to CINCPACFLT. CINCPACFLT will:

- a. Promulgate general nuclear weapon policies.
- b. Assign nuclear weapon responsibilities.
- c. Exercise overall direction of subordinate commanders in carrying out their responsibility for maintaining prescribed conditions of personnel and material readiness for the conduct of nuclear warfare.

5103.2. COMNAVLOGPAC. COMNAVLOGPAC shall:

- a. Function as the principal PACFLT nuclear weapon logistic agent.

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- b. Coordinate the maintenance and modernization of PACFLT DOE and DOD-produced or procured war reserve nuclear weapons, major assemblies, and major components.
- c. Coordinate all nuclear weapon movements in PACFLT.
- d. Control and coordinate withdrawal of nuclear weapons from the PACFLT inventory for quality assurance testing and stockpile laboratory testing.
- e. Supervise overall monitoring of PACFLT nuclear weapon stockpile reports.
- f. Maintain an accounting system for the PACFLT nuclear weapon and components inventory.

5103.3. COMSEVENTHFLT. COMSEVENTHFLT shall reposition nuclear weapons within SEVENTHFLT forces as necessary to provide optimum readiness. CINCPACFLT and COMNAVLOGPAC shall be informed of any such repositioning, and COMNAVLOGPAC will issue the necessary directives for accounting and reporting purposes.

5103.4. Naval Supply Center, Oakland. Naval Supply Center, Oakland, California shall be responsible for receiving, processing, storing, reporting on, accounting for, issuing, and disposing of inert nuclear ordnance material; providing traveling calibration service teams for ships in EASTPAC; disseminating technical information and recommendations to fleet and type commanders; and providing related services as authorized or directed by higher authority.

5104. CIVIL ENGINEERING SUPPORT PLAN

5104.1. Policy. Joint policy and guidance affecting civil engineering support planning is contained in JCS Publication 3, Joint Logistics and Personnel Policy and Guidance. Format and procedures for the development of Civil Engineering Support Plans are specified in Joint Operation Planning System (JOPS) Vol I, SM-209-83 of 14 Apr 83 and CINCPACINST 11010.1K. The Civil Engineering Support Plan Generator (CESPG), Computer System Users Manual, CSM UM 122-81 of 15 May 1981, describes the automated data processing system utilized for Civil Engineering Support Planning.

5104.2. Procedures

- a. The peacetime development of shore (field) activities is accomplished in accordance with the procedures of the Shore Facilities Planning and Programming System as set forth in OPNAVINST 11010.1K, NAVFACINST 11010.44, and CINCPACFLTINST 11010.8D.
- b. Civil Engineering Support Planning for contingency operations is to be done in accordance with the policy and procedures contained in OPNAVINST 4040.33 and CINCPACFLTINST 11010.6E.

5105. PAYMENT OF DEALER'S BILLS IN FOREIGN PORTS OF CALL. It is the responsibility of each commanding officer to ensure all dealer's bills for supplies and services are paid prior to departure from a foreign port. In most overseas ports commonly visited by Pacific Fleet ships and submarines, there is a Navy supporting activity and procedures are well established. However, in ports without a Navy supporting activity or without a U. S. Government paying activity, special care must be exercised to ensure dealer's bills are paid.

5105.1. Ships with Disbursing Officers Assigned. Ships with disbursing officers assigned will promptly effect payment of all dealer's bills in foreign ports, either through the supporting shore activity, if one is present, or through the ship's disbursing officer. In those few instances when payment cannot be accomplished prior to departure, the procedures set forth in NAVSUP Manual P-485 will be followed and a message report to the appropriate paying activity (nearest Naval Attache or supporting shore activity) will be initiated providing the following information:

- a. Port of call and vendor location (including full address).
- b. Appropriate accounting data to be charged.

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- c. Certification of receipt for the material/services and the date received.
- d. Date the dealer's bill was forwarded for payment to the paying office.

5105.2. Ships/Submarines without a Disbursing Officer Assigned. Ships/submarines without a disbursing officer assigned will follow the procedures outlined in subparagraph (1) above; however, in order to accomplish payment of dealer's bills in foreign ports without U. S. Government paying activities, an Imprest Fund will be established prior to deployment. Type commanders concerned may issue appropriate instructions restricting the use of the Imprest Fund; however, the fund will be used at a minimum, to pay for common services in ports without U. S. Government paying activities.

5106. COMMITTING OF NAVY FUNDS OR OTHER RESOURCES. OPNAVINST 7000.15 directs that no Navy funds or other resources will be committed in support of activities, agencies, or projects outside the Department of Defense without the approval of the CNO or higher authority.

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CHAPTER 6

INTELLIGENCE

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SECTION 1 - GENERAL6101. ORGANIZATION

6101.1. Unit Intelligence Activities. Each commander listed below, and each designated subordinate commander whom he may designate, shall organize and maintain a unit intelligence activity of a size and scope appropriate to mission support: Fleet battle group and tactical task force commanders; special commanders, less COMOPTEVFOR; type, group, and squadron commanders; and area coordinators, less COMNAVMARIANAS.

6101.2. Unit Intelligence Officers. Each commander and commanding officer listed below shall designate and employ a commissioned officer as intelligence officer to perform such intelligence duties as may be appropriate to the mission of his unit. This designation shall be shown on the Officer Distribution Control Report: Commanders of destroyer and amphibious squadrons; commanding officers of submarines, destroyer type escorts, and all larger combatant ships; commanding officers of amphibious ships; commanding officers of aircraft wings, groups, and squadrons; and commanders of naval landing forces.

6102. DUTIES OF INTELLIGENCE OFFICERS. Officers designated or assigned as intelligence officers shall be guided in the performance of their duties by ANNEX B of CINCPACFLT OPOD 201 and CINCPACFLTINST S3820.12B.

6103. VISITS TO FLEET INTELLIGENCE DIVISION. It is desired that any officer currently serving as an intelligence officer or recently detached from such a duty assignment, when visiting Pearl Harbor for a period in excess of 24 hours, contact the Intelligence Division at CINCPACFLT Headquarters for the purpose of exchanging information as may be appropriate. Commanders and commanding officers, or their representatives, are invited to visit the Intelligence Division at CINCPACFLT Headquarters to discuss intelligence matters at any time. This invitation includes visits to the Fleet Ocean Surveillance Information Center, Pacific (FOSIC Pacific), which functions as a staff element (Code 22).

6104. BRIEFINGS FOR UNITS DEPLOYING TO WESTPAC. PACFLT units deploying to WESTPAC shall avail themselves of the opportunity to receive intelligence briefings in accordance with the policy and procedures set forth in CINCPACFLTINST 5050.2L.

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CHAPTER 7
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SECTION 1 - GENERAL

7101. DIRECTIVES. Communications in PACFLT shall be governed by NWP 4, ANNEX K of CINCPACFLT OPORD 201, PAC/I.O. FTP, pertinent JANAPs, ACPs, NTPs, and other applicable directives issued by CNO, CINCPACFLT, and other competent authority.

7102. RESPONSIBILITY. Each commander and commanding officer is responsible for maintaining efficient communications within his command, and for the coordination of the communications of his force or unit with other forces and units of PACFLT. The importance of assigning capable and well trained officers as communications officers cannot be too highly stressed.

7103. ALPACFLT MESSAGES. ALPACFLT messages are used to promulgate policy or information that requires rapid dissemination throughout the fleet. Each command in PACFLT will maintain a complete file of effective ALPACFLT messages. A tickler sheet listing Date-Time-Group, ALPACFLT serial number and subject line may be substituted for those messages which are not applicable to a command.

7104. REDUCTION OF VOLUME OF MESSAGE TRAFFIC. The use of rapid communications shall normally be restricted to operational matters. Letters and speedletters shall be used in lieu of messages for administrative purposes whenever time permits. (See article 2103.1.) When it is determined that messages must be used:

a. Addressees shall be strictly limited to those who "need to know."

b. Rules governing the assignment of classification and precedence shall be strictly obeyed, with administrative information ordinarily carrying a precedence no higher than routine.

c. Messages shall be written in brief style, using the message format prescribed by NTP-3, not in voluminous correspondence style.

d. Readdressal of lengthy messages shall be avoided whenever possible; a brief message summarizing the pertinent information is usually more appropriate.

e. Routine reports and messages which do not require an immediate answer shall, in the absence of unusual circumstances, be assigned routine precedence.

f. Commanders and commanding officers shall conduct a post-transmission analysis of originated messages and shall take corrective action to prevent recurring abuses.

7104.1. Minimize. ACP 121 and Annex K of CINCPACFLT OPORD 201 delineate procedures to be followed under MINIMIZE conditions. MINIMIZE is not effective unless implemented infrequently, on a broad scope, and rigorously enforced. For major exercises or crisis conditions, commanders may submit recommendations for imposition of MINIMIZE to the appropriate numbered fleet commander who may then make appropriate recommendations to CINCPACFLT. Since MINIMIZE is viewed as a preventive measure, implementation should be accomplished prior to saturation of the communications system to avoid excessive delays in delivery of operational traffic before such delays actually materialize. Normally MINIMIZE will not be imposed in PACFLT for exercise purposes of short duration (less than 96 hours).

7105. ALL-SHIPS-PRESENT MESSAGES. Only a fleet commander or Senior Officer Present may originate and transmit messages addressed to "all ships present." A command desiring to have such a message transmitted shall forward the proposed text to the Senior Officer Present with a request that it be transmitted as an all-ships-present message.

7106. VISUAL COMMUNICATIONS. Visual communications will be used in preference to radio when practicable. When signaling by light, care should be taken to use lights of minimum practicable brilliance. Directional light should always be used where possible. When transmitting classified messages, plain language shall be authorized only after careful consideration has been given to the possibility of interception by unauthorized persons.

7107. RECOMMENDATIONS FOR IMPROVEMENT. All PACFLT units are encouraged to submit, through appropriate channels, recommendations for the improvement of fleet communications. Communication officers transiting through Pearl Harbor are encouraged to contact the Communication Division at CINCPACFLT Headquarters for the purpose of exchanging such information as may be appropriate. Communication officers on Flag staffs in port Pearl Harbor over 48 hours are expected to make a courtesy visit to the CINCPACFLT Assistant Chief of Staff for Communications.

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SECTION 2 - SECURITY

7201. GENERAL. Each commander and commanding officer having cognizance of communications is responsible for the Communications Security (COMSEC) thereof in accordance with Article 10-3, NWP 4. He shall ensure that a positive ongoing COMSEC program exists within the command. Specific responsibilities for all commanders and commanding officers are outlined in Table 10-5, NWP 4.

7202. COMSEC GUIDANCE. Instructions for the administration and handling of COMSEC material are available in the COMSEC Material System Manual, CMS 4K and in the Cryptographic Policies and Procedures Manual, CSP 1A.

7203. INSECURITY REPORTING. Any known or suspected loss, compromise, or reportable incident involving CMS material outlined in chapter 11, CMS 4K, and CSP 1A shall be promptly reported, thoroughly investigated, and processed in accordance with the basic publications.

7204. REVIEW OF CORRESPONDENCE. Activities receiving correspondence incident to security violations involving CMS-distributed publications shall thoroughly analyze the correspondence for completeness of information and correctness of form. If correspondence is being forwarded, each reviewer shall include appropriate comments in the endorsement. Endorsements which merely forward an administrative letter report are inadequate. Each endorsement should express opinions and comments on the insecurity and the adequacy of corrective measures.

7205. CMS ALLOWANCES. CINCPACFLTINST C2670.1A outlines basic allowances of CMS material by ship type. This instruction is to be reviewed by each unit to ensure each holds authorized CMS material. Further guidance on establishing and maintaining CMS accounts may be found in the basic instruction.

7206. RESPONSIBILITY. Each individual in the chain of command is responsible for adhering to directives contained in CMS 4K and CSP 1A to ensure communications security. Any discrepancy must be reported to higher authorities to minimize potential damage to national interests.

CHAPTER 8

AVIATION

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SECTION 1 - ALLOCATION OF RESPONSIBILITY

8101. COMNAVAIRPAC

8101.1. General. In addition to or as an expansion upon the responsibilities assigned elsewhere in PACFLT Regs, COMNAVAIRPAC shall review and make recommendations on requests relating to naval air shore activities in the Pacific involving funds, military and civilian personnel, repair and maintenance projects, automotive allowances for WESTPAC activities, and collateral equipment.

8101.2. Operational Control. COMNAVAIRPAC shall have custody over (1) aviation repair and supply ships and (2) airbase boats, vehicles, and equipment assigned to the aeronautical organization. No operational control shall be exercised over air units assigned to other forces unless specifically ordered by CINCPACFLT to do so.

8101.3. Marine Air Units. COMNAVAIRPAC has the same type commander relationship and responsibility for aircraft units of FMFPAC as Navy air units, except for those functions which are the responsibility of CG FMFPAC. (See chapter 9.) COMNAVAIRPAC is responsible for the training of aircraft units of FMFPAC in matters relating directly to all air operations except:

- a. Air operations in direct close support of ground troops.
- b. Air operations involving the transport and resupply of FMFPAC assault elements.

8102. NAVAL AIR LOGISTICS CONTROL OFFICE PACIFIC (NALCOPAC)

8102.1. Organization. CINCPACFLT as NALCOPAC will exercise operational control of Naval Air Logistics Control Office Eastern Pacific (NALCOEASTPAC) and Naval Air Logistics Control Office Western Pacific (NALCOWESTPAC). Administrative control of NALCOEASTPAC and NALCOWESTPAC is assigned to COMNAVAIRPAC. NALCOEASTPAC and NALCOWESTPAC will receive and process airlift requests from PACFLT units in order to derive centralized control and maximum utilization of transport aircraft assigned.

8102.2. Airlift Assets. Fleet Logistic Support Squadrons (VRC) 30 and 50 are units of PACFLT with the mission of providing airlift directly responsive to the command of CINCPACFLT. Operational control of VRC-30 and -50 is assigned to COMNAVAIRPAC, except that operational control of VIP configured aircraft is retained by NALCOPAC. CINCPACFLT (NALCOPAC) shall exercise scheduling control of these VRC assets through NALCOEASTPAC and NALCOWESTPAC.

SECTION 2 - ORGANIZATION AND OPERATIONS

8201. AIRCRAFT UNIT COMMANDER

8201.1. Technical Adviser to Fleet Unit Commander. When an air wing or squadron is assigned to a group of ships constituting a unit of the Fleet, the air wing or squadron commander, in addition to normal duties, shall serve as technical advisor to the commander of the Fleet unit. Under the direction of the Fleet unit commander, he shall supervise the technical details of the upkeep of aviation material and of the training of aviation personnel in aviation duties. The duties of the air wing or squadron commander as technical advisor, however, shall be secondary to his duties as air wing or squadron commander. The normal battle duty of the aircraft wing or squadron commander is the exercise of operational command of his air wing or squadron.

8201.2. Advisor to Commanding Officers of Carriers. To promote the progress and uniformity of training and operations, the aircraft wing or squadron commander shall confer frequently with and shall advise the commanding officers of all ships carrying aircraft of the group or squadron relative to the employment of those aircraft.

8202. AVIATION DIVISION OFFICER. The senior naval aviation officer attached to a non-aviation ship shall, unless a squadron commander, be the division officer of the aviation division. When the senior naval aviation officer is the squadron commander, the aviation officer on board next junior to the squadron commander shall be the aviation division officer. Junior naval aviation officers attached to the ship shall be junior officers of the aviation division. In matters pertaining to flight operations and aviation material, the aviation division officer shall be the commanding officer's aviation advisor and shall be directly responsible to the commanding officer. The aviation division officer, in his capacity as senior naval aviation officer, is charged with the authorization of expenditures of NAVAIRSYSCOM (O&MN) allotments.



8203. AIRCRAFT OPERATIONS. Operations of Fleet aircraft shall be conducted in accordance with instructions contained in:

- a. NATOPS Manuals.
- b. Naval air operating policies issued by CNO.
- c. Approved operating plans.
- d. Current tactical orders issued by responsible commanders.
- e. Current SECNAV directives governing authority for the operation of aircraft, flights in aircraft, and participation in demonstrations.
- f. Local flight regulations issued by Fleet air commanders and naval air stations.
- g. FAA Regulations.

8204. ADMINISTRATION OF AIRCRAFT SQUADRONS. All reports, recommendations, and other official correspondence originated by an aircraft squadron shall, unless specifically exempted, be forwarded to higher authority via the chain of command. When the squadron is carrier-based, the commanding officer of the ship shall promulgate policies for the guidance of squadron commanders in the administration of respective squadrons.

SECTION 3 - OPERATION OF MARINE CORPS AVIATION UNITS FROM PACIFIC FLEET SHIPS

8301. GENERAL

8301.1. Carrier Operations. Fleet Marine Force aviation assets operating from carriers are normally attached to the embarked carrier air wing. As such, they are under the operational control of the carrier air wing commander, and are in the same category as Navy aviation assets with regards to assigned roles and missions.

8301.2. Amphibious Operations. Fleet Marine Force tactical aircraft, helicopters, and air defense assets operating from amphibious ships engaged in amphibious operations or deployments are organic elements of the embarked Marine Air Ground Task Force (MAGTF). As such, they are under the operational control of the landing force commander, not of the ship. Therefore, they are not in the same category as aircraft assigned to carrier air wings, when considering employment roles and missions.

8302. EMPLOYMENT OF MAGTF AVIATION ASSETS IN EMERGENCY DEFENSE OF THE AMPHIBIOUS TASK FORCE (ATF)

8302.1. Policy. Normally, use of MAGTF assets for defense of the ATF will be limited to emergency situations and as back up to aviation and surface forces duly constituted for the defense of amphibious ships.

8302.2. Role and Mission. The primary role of fixed and rotary wing MAGTF aviation assets embarked in ATF shipping is MAGTF offensive air support. The primary role of anti-air warfare assets is MAGTF anti-air warfare support. Accordingly, the primary mission of AV-8 and helicopter aircraft, and their assigned Marine Corps mission load allowance ordnance, is to provide close air support and vertical assault lift to the landing force. This mission is not construed as placing any limitations on employment of MAGTF assets in emergency situations when the aircraft's capabilities could effectively contribute to the defense of the ATF. In this regard, the following factors must be considered:

a. Survivability of the ATF is the foremost consideration. Nothing should limit the authority of the operational commander/officer in tactical command (OTC) to employ all available forces in an emergency.

b. Offensive air support is the landing force's primary supporting arm during an amphibious operation. If the aircraft are unnecessarily attrited, and their ordnance expended en route to the amphibious objective area, the MAGTF's combat power and effectiveness will be degraded.

c. Routine, non-emergency employment of MAGTF aviation assets for combat air patrol, intercept, escort, surface combat air patrol, surface search and surveillance coordination, anti-air warfare, and anti-surface unit roles is inappropriate.

d. The capability of amphibious ships to support these roles is limited by ship characteristics, crew training, and ship combat systems.

e. Likewise, the capability of MAGTF aviation assets to conduct these roles is limited by air crew training and air combat systems.

8302.3. Command Relationships. Traditional amphibious operation command relationships will not always exist during deployments and ATF transits. Command relationships between the commander of the amphibious task force, CATF/OTC, and the commander of the landing force, CLF/MAGTF, are based on the assigned mission. The CATF/CLF relationship and use of landing force assets apply during exercise and contingency plan execution, after issuance of the initiating directive. The OTC/MAGTF relationship applies during the remaining period in the absence of a specific amphibious mission. Under both circumstances, Marine Corps aviation assets are under the operational control of the MAGTF. As such, subject to the overall authority and responsibility of the OTC, assignment of roles to MAGTF aviation elements is the responsibility of the MAGTF commander. Therefore, emergency tasking of MAGTF assets should be through the MAGTF to the embarked aviation element, and should be concurred in by both Navy and Marine Corps commanders. In the event the MAGTF commander non-concurs, he will, nevertheless, comply with the tasking. Disagreement may subsequently be referred to and adjudicated by their common superior.

8302.4. Emergency Circumstances. The OTC should determine emergency circumstances. Although specific conditions and examples cannot apply to all potential emergencies, existing DEFCON, operations in sensitive areas, available intelligence and warning information, rules of engagement, and imminent contingency execution must be considered. Further, consistency when determining emergency circumstances must be established.

8302.5. Exercises and Training. Emergency defense of the ATF should be exercised and practiced on a non-routine basis to develop responsive and safe procedures. However, safety must remain the paramount consideration. In this regard, actual launch of aircraft is not always necessary when conducting this training. Ship and aircraft limitations, shipboard procedures, staff interface, and command, control, and communication procedures should be refined so far as feasible. Exercise planning and shipboard training should also involve staffs of both Navy and Marine Corps commanders. Further, these evolutions should complement joint training objectives, but should not detract from the primary role and mission of either the ATF or MAGTF.

8302.6. Responsibility. The foregoing policy and circumstances should not be considered all inclusive. Final on scene responsibility for ATF operations and mission accomplishment rests with the OTC. All reasonable and prudent measures required to ensure accomplishment of the ATF mission will be conducted in accordance with Navy Regulations.

8303. RESPONSIBILITY OF COMMANDING OFFICERS

8303.1. Amphibious Ship. Commanding officers of amphibious ships exercise authority over embarked MAGTF aviation assets in the following matters:

- a. Land and launch, landing signal, and air communications control.
- b. Air traffic control, except when this control is otherwise assigned by higher authority.
- c. Fuel status determinations.
- d. Control of flight deck and hangar deck operations and spotting.
- e. Indoctrination of pilots and crews in safety of flight, as related to shipboard operations, qualifying pilots in day, night, and all weather land and launch operations onboard ship, and pilot and crew briefings.
- f. Servicing of aircraft, and provision, operation, and servicing of deck handling equipment.
- g. Ship's responsibilities in the landing and loading of cargo and equipment, in the loading and manifesting of personnel, and in the handling and loading of ordnance, bulk fuel, and other supplies.

h. Heavy weather protection of aircraft, and provision of aviation weather service.

i. Aircraft control is further exercised by the Helicopter Direction Center from ship to rendezvous point and return, and, at all times, when aircraft are in the immediate vicinity of the ship.

8303.2. Landing Force and Aviation Element. Landing force commanders shall direct embarked aviation element commanders to coordinate those matters related to the operation of MAGTF aviation assets with the ship's commanding officer.

SECTION 4 - BASING ASHORE: FACILITIES ASHORE

8401. BASING ASHORE. Commanding officers may base Fleet aircraft temporarily ashore as necessary to meet operational requirements.

8401.1. Orders. When a Fleet aircraft unit or squadron is temporarily transferred ashore, orders shall be issued to the squadron commander outlining the duty to be performed. If the detachment transferred is less than a commissioned squadron, the orders shall be issued to the senior aviation officer of the detachment and shall, in addition, enumerate the personnel comprising the detachment.

8401.2. Flight Surgeon. When an air wing disembarks, the air wing flight surgeon shall accompany it ashore.

8401.3. Berthing and Messing. Berthing and messing arrangements at naval air stations, including temporary messes established for the use of Fleet personnel based ashore, shall be administered by the commanding officer of the station.

8401.4. Station Regulations. Fleet aircraft personnel based ashore shall conform to the internal discipline and police regulations of the station upon which they are based.

8402. USE OF SHORE FACILITIES

8402.1. General. Aviation facilities ashore may be used to increase the efficiency of the operation and maintenance of ship-based aircraft when the parent ship is in a port where such facilities are available. Advance arrangements for such use shall be made by the OTC with the local air station or base commander. Maintenance of aircraft, berthing and messing facilities, and other services prescribed in existing directives shall be furnished by the local air station or base commander.

8402.2. Preservation of Ship-Based Status. Use of aviation facilities ashore in the same port for brief periods will not result in a shore-based status for the using unit if normal ship-based command relations, administrative procedures, and operational control are maintained.

8403. MAINTENANCE OF SHIPBOARD FACILITIES. The internal organization of a ship carrying aircraft shall provide for the proper maintenance and upkeep of the aviation facilities remaining on board when the aircraft unit is absent.

SECTION 5 - MISCELLANEOUS

8501. SECURITY OF CLASSIFIED INFORMATION

8501.1. General. Extreme caution shall be exercised by Fleet personnel to avoid the unauthorized disclosure of classified information concerning developments in Fleet aviation. The provisions of the Department of the Navy Security Manual for Classified Information, OPNAVINST 5510.1G, shall be the subject of continuous attention and rigorous observance. The provisions of the Communications Security Material System Manual (CMS 4J) apply with regard to all COMSEC material.

8501.2. Classified Publications in Aircraft

a. Storage and Use of Registered Publications

(1) Limitations on Aircraft Use. Only that material specifically authorized for use in aircraft by its letter of promulgation, operating instruction, Operational Controller, or Administrative Controller may be carried for use in aircraft.

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(2) Command Responsibility for Weighted Containers. The commanding officer of each aircraft squadron, or the senior aviator of each small aircraft unit operating separately, is responsible for ensuring that suitable weighted containers are available for all non-installed COMSEC material which is to be carried in aircraft of his squadron or unit.

(3) Supply and Removal. When carried to and from the aircraft, paper COMSEC material should be kept in weighted containers.

(4) Aboard Aircraft. When not actually in use, paper COMSEC material should be kept in weighted containers fastened to the structure of the aircraft (by lanyard or other equally secure method).

(5) Immediate Destruction of Used Keying Material. In tactical environments, extracts and other keying material should normally be destroyed immediately after use and must be destroyed progressively as segments become superseded.

b. Responsibility. The responsibility for the safeguarding of registered COMSEC publications and other classified material carried in aircraft rests directly upon the commanding officer of the squadron. The commanding officer of each ship carrying or normally tending aircraft or, in the case of a patrol plane squadron, the commanding officer of the squadron, shall ensure that each plane is supplied with suitable weighted containers as stated in previous provisions to accommodate all publications issued for carriage within that aircraft. Fleet commander, Marine Corps division commanding generals, and Commandant, Coast Guard shall exercise security evaluation responsibilities prior to authorizing use of COMSEC equipment or keying material by tactical shore units outside CONUS. This authorization should be granted only when it is determined that employment of such COMSEC material is an operational necessity and that the material will be properly protected. Only the minimum amount of COMSEC material essential to efficient operations should be issued and the COMSEC equipment that is authorized should be selected with a view toward minimizing the consequences of loss or capture.

c. Emergency Actions for Aircraft

(1) Keying Material and Documents. In the event of a forced landing or aircraft emergency, the aircraft Responsible User or the senior aviator of the aircraft shall ensure that all COMSEC keying material and documents are destroyed or jettisoned in water of sufficient depth to make salvage improbable.

(2) Equipment. To the extent possible, the aircraft Responsible User or senior survivor shall make a reasonable effort to destroy or jettison COMSEC equipment. However, life shall not be endangered in such an endeavor.

8502. SOVEREIGN IMMUNITY OF MILITARY AND STATE OWNED AIRCRAFT

8502.1. General. Military aircraft entering the national airspace or landing on the territory of another sovereign with the latter's consent do so subject to the terms and conditions of that consent. As a general proposition of international law, military or state-owned aircraft present in the territory of a foreign country with its permission are exempt from search, seizure, or inspection by that country's authorities. However, the crews of such aircraft may be subject to the jurisdictional provisions of applicable status of forces agreements. Unless it has expressly waived its rights under international law, the United States generally asserts immunity from search, seizure, or inspection for its military and state-owned aircraft (including their cargo and crews while onboard the aircraft) entering the national airspace or landing on the territory of a foreign country with its consent.

8502.2. Demands by Foreign Authorities to Inspect, Search, or Seize U. S. Military or State-Owned Aircraft. While it is the policy of the United States Government that its military and state-owned aircraft are entitled to sovereign immunity under customary international law, occasions may arise where host country authorities refuse to follow this practice. In instances where host country authorities undertake to inspect, search, seize, or take other action inconsistent with the sovereign immunity of a U. S. military aircraft and where there exists no U. S. waiver of such status by agreement, the aircraft commander shall take the following actions:

a. Politely explain to the host country officials that the aircraft is a sovereign instrumentality of the U. S. Government and has been given permission by the host country

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to enter its territory and, therefore, is not subject to inspection, search, or seizure. Express a willingness to accommodate legitimate customs, immigration, agricultural, sanitation, and other host country requirements in a manner which preserves the sovereign status of the aircraft. Guidance may be sought from the U. S. Embassy in-country, CINCPAC, and CINCPACFLT in reaching an accommodation with host country officials;

b. If host country officials nevertheless insist on conducting an inspection or search, seek postponement and suggest that host country officials consult with their superiors while guidance is being sought from the U. S. Embassy in-country, CINCPAC, and CINCPACFLT. Officials should be informed that the United States Government would object to any boarding of its aircraft or inspection of its cargo while on board without its consent and that the aircraft commander is not authorized to grant such consent;

c. Follow guidance received from the U. S. Embassy in-country, CINCPAC, or CINCPACFLT, and report results;

d. If host country officials insist on proceeding with the inspection while the aircraft commander is awaiting guidance, or refuse to permit communication with the U. S. Embassy or other authority to seek instructions, seek permission to depart, provided fuel, mechanical considerations, crew-rest, and other safety or operational requirements can be observed;

e. In the event departure is not permitted or precluded for other reasons, allow the inspection to take place after advising the responsible officials that host country actions are being allowed under protest and that a report will be filed with superior U. S. military and diplomatic authorities. Host country officials should then be allowed to proceed without physical resistance;

f. Promptly report to the U. S. Embassy in-country, CINCPAC, and CINCPACFLT the circumstances surrounding the incident.

CHAPTER 9

U. S. MARINE CORPS

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SECTION 1 - GENERAL9101. U. S. MARINE CORPS

9101.1. Roles and Missions. Title 10, U. S. Code states, in part, that the Marine Corps shall:

- a. Provide Fleet Marine Forces of combined arms for service with the Fleet.
- b. Develop tactics, techniques, and equipment used by landing forces.
- c. Perform such other duties as the President may direct.

9101.2. Organization for Combat. Marine Forces are formed into Marine Air Ground Task Forces (MAGTFs) for combat operations. MAGTFs are task organized, combined arms forces consisting of four major elements:

- a. Command element.
- b. Aviation combat element.
- c. Ground combat element.
- d. Combat service support element, which includes Navy support elements.

9101.3. Types of MAGTFs. Three basic types of MAGTFs may be formed in response to operational requirements.

- a. Marine Amphibious Unit (MAU) normally contains an Infantry Battalion, a Composite Aircraft Squadron, and a MAU Service Support Group.
- b. Marine Amphibious Brigade (MAB) normally consists of a tasked organized Regimental Landing Team, a Marine Aircraft Group, and a Brigade Service Support Group.
- c. Marine Amphibious Force (MAF) is normally built around a Marine Division, a Marine Aircraft Wing, and a Force Service Support Group.

SECTION 2 - PACIFIC FLEET MARINE CORPS FORCES9201. COMPOSITION OF MARINE CORPS FORCES

9201.1. Fleet Marine Force, Pacific. The command, Fleet Marine Force, Pacific (FMFPAC) comprises such air, ground, and service support elements of the Marine Corps as are designated by the Commandant of the Marine Corps (CMC) and assigned by higher authority to USPACOM for service with Fleet units for the conduct of such operations as may be essential to the prosecution of a naval campaign, or for such other offensive and defensive operations as may be directed. CG FMFPAC is a type commander (TYCOM) under the command (less OPCON) of CMC, and under the OPCON of CINCPACFLT.

9201.2. Marine Corps Bases, Pacific. The command, Marine Corps Bases, Pacific (MARCORBASESPAC) is a shore (field) activity, designated by SECNAV as a dual command assignment for CG FMFPAC. MARCORBASESPAC is comprised of assigned Marine Corps camps and aeronautical shore activities located in the Mid and Western Pacific that support ground and aviation units of the Fleet Marine Forces and operating forces of the Navy. COMMARCORBASESPAC is under the command of CMC and exercises command of assigned camps and activities.

9202. RESPONSIBILITIES OF CG FMFPAC. As a direct subordinate of CMC, CG FMFPAC:

- a. Exercises command over Eastern and Mid Pacific forces, and command (less OPCON) of Western Pacific forces.
- b. Controls the administration and distribution of Marine Corps personnel.
- c. Issues directives for the training, operation, administration and logistic support, internal organization, fiscal management, personnel management and discipline, and welfare and recreation of FMFPAC units.

- d. Provides for the logistic support of all units under his command except for the distribution of aviation supplies and nonexpendable aviation ordnance.
- e. Keeps CINCPACFLT informed in all matters affecting the readiness and operating ability of FMFPAC units.
- f. Advises CINCPACFLT on all aspects of amphibious operations affecting FMFPAC and PACFLT.
- g. Coordinates amphibious matters, as appropriate, with COMNAVSURFPAC.
- h. Coordinates with COMNAVAIRPAC on matters concerning aviation logistic and training support, and the aviation safety program.
- i. Provides, or arranges for, military assistance support of designated allied marine forces.
- j. Exercises administrative authority delegated by CMC over Marine Detachments, Combat Cargo/Air Operations Officers, and LHA/LCC Landing Force Staffs afloat in the Pacific and Indian Ocean areas.

9203. RESPONSIBILITIES OF COMMARCORBASESPAC. As a direct subordinate of CMC, COMMARCORBASESPAC:

- a. Exercises command over all Marine Corps shore (field) activities in the Mid and Western Pacific.
- b. Ensures that the services and facilities required by those forces are adequately planned and provided.
- c. Coordinates and otherwise supervises the application of the various elements of support provided by the Marine Corps and other agencies within the Department of the Navy.
- d. Exercises area coordination authority and responsibility as directed and assigned.
- e. Exercises administrative authority delegated by CMC over Marine Corps Security Forces (Marine Barracks) in the North, Mid, and Western Pacific areas.

CHAPTER 10

MEDICAL

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SECTION 1 - GENERAL

10101. RESPONSIBILITY. Commanding officers are responsible for the preservation of the health of personnel assigned and for the provision of medical services to such personnel. Medical Officers and Medical Department Representatives (MDRs) shall familiarize themselves with the mission and medical facilities of their respective command and submit appropriate recommendations to their commanders concerning the health of personnel attached and the readiness of the medical department.

10102. ATTENDANCE OF MEDICAL DEPARTMENT PERSONNEL AT PROFESSIONAL, HEALTH RELATED CONFERENCES, SEMINARS, SHORT COURSES, AND SYMPOSIA

10102.1. Officers. In compliance with DOD policy guidance, all Medical Department Officers are encouraged to attend appropriate professional health related meetings, to the extent that available appropriated funds will permit. It is desirable that all Medical Department Officers on active duty be authorized to attend at least one professional conference per year on a temporary additional duty basis, where military operations will not be impaired and local conditions and transportation capabilities permit.

10102.2. Enlisted. Enlisted members in billets and primary Navy enlisted classifications requiring certification, licensure, or a program of continuing education to meet the needs of the Navy Medical Department, may be included within the scope of this policy.

10102.3. Responsibility

a. Commander Naval Medical Command under the direction of the Chief of Naval Operations, manages the program.

b. Individual requests for participation shall be forwarded via the chain of command, following the procedures outlined in SECNAVINST 4651.8J or BUMEDINST 4651.1C as applicable. Requests should be forwarded to arrive at the office of the Commanding Officer, Naval Health Sciences Education and Training Command, Naval Medical Command National Capital Region, Bethesda, Maryland 20814, at least six weeks prior to the date upon which travel will commence.

10103. PATIENT BERTHING. Commanding officers are responsible for maintaining the readiness of designated medical treatment spaces. No personnel other than the sick or injured shall be berthed in any shipboard medical, hospital, or sickbay space.

10104. DETAIL OF PERSONS PERFORMING MEDICAL SERVICES. For limitations in this regard, see Article 0845, U. S. Navy Regulations, and Standard Organization and Regulations of the U. S. Navy, OPNAVINST 3120.32A.

SECTION 2 - MEDICAL SERVICES

10201. MEDICAL CONSULTATIONS ASHORE FOR PERSONNEL AFLOAT

10201.1. In Port. The commanding officer of a ship scheduled to depart for extended operations at sea shall require that all necessary medical consultations which must be accomplished ashore are concluded prior to the ship's departure.

10201.2. At Sea. Medical consultations ashore, for which a need exists or arises after a ship's departure for sea, shall be requested as far in advance as practicable from the first appropriate port of call where such services are available from a U. S. Government facility. When it is impossible to give such notice by other means at least 48 hours in advance, such requirements shall be included under item ZULU in the LOGREQ message. This advance notice will facilitate the reservation or adjustment of appointments by the shore facility to accommodate Fleet personnel requiring medical consultation during a limited in port period. Consultation at a civilian medical facility may be obtained in an emergency as prescribed in NAVMEDCOMINST 6320.1. Except for bona fide emergency-care cases, all active duty personnel reporting to military or government medical facilities for consultation shall be in the prescribed uniform of the day.

10202. HOSPITALIZATION. Hospitalization of Fleet personnel normally will be provided by naval medical facilities ashore. However, ships with the required medical capability should hospitalize their personnel on board when prolonged hospitalization is not expected, or when the nature of the patient's illness does not indicate the need for

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hospitalization ashore. When naval medical facilities are not immediately available, other U. S. Government hospitals or medical facilities and civilian hospitals or medical facilities may be utilized in accordance with NAVMEDCOMINST 6320.1.

10203. TREATMENT BY CIVILIAN NON-FEDERAL SOURCES

10203.1. Within Continental U. S. When naval personnel of the Fleet receive medical care from civilian non-federal sources, the commanding officer of the ship or fleet shore-based activity concerned will expeditiously prepare and submit the medical bill and statements to the Commanding Officer of the geographical medical activity designated to advance payment in the area in which the civilian medical care was provided. NAVMEDCOMINST 6320.1 designates the appropriate medical activities, and a brief list follows:

- a. Commanding Officer, U. S. Naval Hospital, FPO San Francisco 96652, for care rendered in Afghanistan, Bangladesh, Hong Kong, India, Nepal, Pakistan, the Philippines, Southeast Asia, Sri Lanka, and Taiwan.
- b. Commanding Officer, U. S. Naval Hospital, FPO Seattle 98765, for care rendered in Japan, Korea, and Okinawa.
- c. Commanding Officer, U. S. Naval Hospital, FPO San Francisco 96630, for care rendered in New Zealand and Guam.
- d. Commanding Officer, U. S. Naval Communications Station, FPO San Francisco 96680, for care rendered in Australia.
- e. Commander, U. S. Naval Forces, Southern Command, FPO Miami 34059, for care rendered in Central and South America.
- f. Commanding Officer, Naval Medical Clinic, Box 121, Pearl Harbor, HI 96860, for medical care rendered in the State of Hawaii, Midway Island, and the Central Pacific basin.

10203.2. Outside Continental U. S.

- a. NAVMEDCOMINST 6320.1 designates those commanding officers of activities that will make payments for medical care provided in areas outside the Continental United States.
- b. When local policy and/or maintenance of good public relations warrant immediate payment of medical/dental bills, commanding officers of operational units may approve and direct payment by disbursing offices serving their commands, utilizing information contained in NAVMEDCOMINST 6320.1.

10203.3. Preparation and Payment of Claims

a. In compliance with NAVMEDCOMINST 6320.1 the following documents are required to be submitted in quadruplicate.

- (1) Bill for services, itemized to show dates services rendered, supplies, and natures of charges.
- (2) NAVMED 6320/10, Statement of Civilian Medical/Dental care.
- (3) Letters or messages of prior approval if any.
- (4) Copies of any correspondence pertinent to the care.

b. If not included, separate bills should be submitted for any additional services provided, such as special nurses, anesthetists, consultants, etc.

c. The receipt of services should be acknowledged on the face of each bill by the person receiving the services.

d. For advice and direction in unusual circumstances, contact the CHAMPUS and Non-Naval Health Care Branch (MEDCOM-333), Naval Medical Command, Washington, DC 20372.

10204. TRANSFER OF PATIENTS

- a. The responsibility for patients being transferred rests upon the commanding officer of the transferring ship or activity until safe delivery of the patient with the necessary records to the ship, aircraft, or activity designed to receive patients for transportation or treatment is effected.
- b. To avoid unnecessary delay in handling stretcher patients, the signal flag "MIKE" shall be displayed in the bow of any boat carrying a stretcher patient. Other boats shall use caution in passing and shall give priority alongside ships and at landings to any boat flying this flag.
- c. Responsible officers of the transporting ship, aircraft, or activity will be informed fully as to the condition of patients, including mental competency and disciplinary status.
- d. Transfer of officer personnel requiring hospitalization will be in accordance with the Military Personnel Manual. Transfer of enlisted personnel requiring hospitalization will be in accordance with the Enlisted Transfer Manual. Time of reporting indicated in patients' orders to the hospital shall be not later than 1500 hours local time, except for emergency-care patients. In accordance with the Navy Comptroller Manual, initial patient travel to a health care facility for treatment, consultation, or admission is the responsibility of the activity to which the traveler is assigned. Except for bona fide emergency-care cases, all active duty personnel reporting to military or government medical facilities for admission shall be in the prescribed uniform of the day.
- e. Whenever possible, the patient's personal effects, service record, pay record, health record, and Inpatient Record (NAVMED 6310/7) shall be forwarded with the patient. When this is not possible, every effort shall be made to ensure prompt delivery of personal effects and all records to the receiving hospital. Air shipment should be utilized, if appropriate.

10205. SHIPS AND FLEET ACTIVITIES WITHOUT MEDICAL OFFICERS

- a. Ships and fleet activities having medical officers will extend medical services to ships and fleet activities without medical officers.
- b. Hospital corpsmen serving in ships and fleet activities without medical officers are responsible to their commanding officer for the health of personnel; care of the sick and injured; medical department property procurement, storage, custody, and accountability; preparation of medical reports; maintenance of health records; and advising the commanding officer on the sanitary condition of the ship. They shall perform the administrative duties and, to the extent for which qualified, the professional duties prescribed for medical officers of ships and stations.
- c. Hospital corpsmen on duty independent of a medical officer shall not attempt, nor be required, to perform medical duties for which they are not professionally qualified. They shall make firm and appropriate recommendations to the commanding officer whenever the service of a medical officer is required and whenever they consider that a patient is in need of a higher degree of professional medical care. Normally, hospital corpsmen should seek medical advice from their respective division, squadron, or force medical officers or from any other medical officer when circumstances dictate.
- d. Prescribing and dispensing of certain antibiotics and the limitations of the use of certain types of drugs by Hospital Corps personnel on duty independent of a medical officer shall be in accordance with chapter 21, Manual of the Medical Department.

10206. MEDICAL EMERGENCIES

- 10206.1. In Port. Commanding officers of ships in port, unless otherwise directed by SOPA or the area commander, will obtain required emergency medical care from the nearest ship or uniformed services activity having the necessary medical capability.
- 10206.2. At Sea. In an emergency, when medical assistance beyond the capability of a ship is required, the commanding officer will request assistance consistent with operational security, by message, from the cognizant commander, with CINCPACFLT as an information addressee. Ships in remote areas, which are close to a naval activity or other uniformed services facility, may request assistance directly from the activity, with

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CINCPACFLT and cognizant commanders as information addressees. Requesters are authorized to electrically transmit submissions under MINIMIZE conditions (MIN: EAUTH). Such messages should state the nature of the emergency, suspected diagnosis, symptoms, pertinent physical signs (e.g., temperature, pulse, blood pressure, duration of illness), treatment administered, and position of the ship. Voice radio consultations provide a suitable means of dealing with many medical emergencies and should be utilized whenever operationally feasible.

10207. AEROMEDICAL EVACUATION. CINCPACFLTINST 4652.1F distributes USCINCPACINST 4652.1G which provides information on the aeromedical evacuation process. There are two situations which frequently require evacuation from ships of the Pacific Fleet. The first of these is the medical emergency which exceeds the capability of the ship's medical staff. The second is the post-surgical patient which while not an emergency is sufficiently ill to require early movement to a medical treatment facility.

10207.1. Emergency Aeromedical Evacuation. Request assistance from the nearest Medical Treatment Facility or USDAO, with information copies to, among others, 9th Aeromedical Evacuation Squadron (AES), USCINCPAC, and CINCPACFLT. Give all relevant information as required in subparagraph 3g(2) of USCINCPACINST 4652.1G, except those items which do not apply.

10207.2. Non-emergency Aeromedical Evacuation. Whenever possible, these patients should be retained on board or transferred to another vessel en route to a port that has the capability to request aeromedical evacuation. These requests should be submitted to the nearest medical treatment facility with information copies to 9th AES, USCINCPAC, CINCPACFLT, and the USDAO of the next (or nearest) port from which aeromedical evacuation can be effected.

10208. PHYSICAL EXAMINATIONS. Physical examinations shall be conducted in accordance with the Manual of the Medical Department.

10209. MEDICAL ASSISTANCE TO CIVILIANS AND PRISONERS OF WAR. Medical assistance to persons not in the U. S. Uniformed Services will be provided when such assistance is demanded by the laws of humanity or the principles of international courtesy. Medical care to prisoners of war will be given in accordance with the provisions of the Geneva Convention for the amelioration of sick and wounded in the armed forces as described in NWF-2.

10210. MEDICAL ASSISTANCE TO MILITARY MEMBERS OF FOREIGN GOVERNMENTS. Medical assistance to military members of foreign governments will be furnished in accordance with the Manual of the Medical Department. NATO personnel shall be given medical care, including hospitalization at naval medical facilities, in accordance with BUMEDINST 6320.31B.

10211. DECEDENT AFFAIRS. Prompt notification in the case of death shall be made in accordance with the Military Personnel Manual or the Marine Corps Casualty Procedures Manual, as appropriate. The care of the remains of deceased personnel will be in accordance with BUMEDINST 5360.1D and/or MCO P3040.4A, as appropriate.

10212. NAVY BLOOD PROGRAM

a. The Commander in Chief U. S. Pacific Fleet desires that commanding officers at all echelons of the operating forces and shore activities of the Pacific Fleet extend total and active support of the Navy Blood Program. At shore activities, civilian employees, their dependents, and dependents of military personnel will be invited to participate.

b. Each commanding officer will establish and maintain a continuous blood donor program to enlist and encourage participation of all personnel under his command. A current list of eligible blood donors will be maintained. BUMEDINST 6530.1E prescribes details of the Navy Blood Program, and OPNAVINST 6530.2B prescribes policies regarding donor support of the Navy Blood Program.

c. COMNAVBASES/SOPA (ADMIN), as appropriate, are requested to coordinate the blood donor programs of ships and fleet units present and of shore activities in the area with local military whole blood donor centers.

10213. IMMUNOLOGICAL DESENSITIZATION. Whenever allergy injection therapy is given, with or without the presence of a physician, there must be a capability for immediate medical

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response in the event of an adverse reaction to the therapy; the capability must be in both personnel expertise and in equipment and supplies. The guidelines provided in NAVMED P-5052-15A, Section 1, paragraph 4, "Precautions to be Taken when Administering Biologic Products," on precautions to be taken when administering such products, are entirely applicable except as modified in the following guidelines.

a. No allergy injections shall be given to persons assigned to submarines when deployed, or about to deploy, on a mission or patrol if no medical officer is on board to administer the injections.

b. Personnel assigned to operational surface and air units who are on maintenance injection therapy may receive their injections at regular intervals of one to four weeks, depending on their prescribed program, provided that there is no history of significant systemic symptoms. If there is any hint of systemic symptoms during the course of therapy, or if knowledge of their past occurrence transpires later in therapy, injections shall be discontinued immediately and shall not be resumed except under the direct supervision of a medical officer.

c. Personnel in operational surface and air units who have not yet reached a maintenance level of injection therapy, and who give no history of systemic symptoms with their injections, should be maintained, when away from medical officer supervision, by injection at two-week intervals of 0.1 ml, subcutaneously, of the strongest dilution already attained. Such persons can subsequently be advanced rapidly on their course to the next stronger dilution by injections every three to four days, when a medical officer is available, and then again held at a steady maintenance level by qualified medical department representatives.

10214. TRANSCROTAL VASECTOMY

a. Medical Departments of Pacific Fleet ships and mobile units shall comply with the policies of SECNAVINST 6300.2A in performing surgical sterilization of male active duty members.

b. As specified in subparagraph 4c of SECNAVINST 6300.2A, surgical sterilization of males shall be performed only by physicians competent in the technique of transcrotal vasectomy. In amplification of this policy, medical officers of Pacific Fleet ships and mobile units interested in performing transcrotal vasectomies, when adequate surgical facilities and medical department support personnel are available, shall submit a letter of request, via the chain of command, to the Fleet Surgeon, CINCPACFLT (Code 45), for authorization. To be authorized, the medical officer concerned must be a board eligible or certified urologist or be certified as competent in the technique of transcrotal vasectomy by the Chief of Urology or Chief of Surgery of a naval hospital, or equivalent armed forces/federal fixed medical facility.

10215. MEDICAL LIAISON SUPPORT PROVIDED TO THE FLEET AND MOBILE UNITS BY NAVAL HOSPITALS, MEDICAL CLINICS, AND DENTAL CLINICS. BUMEDINST 6440.3A tasks all Naval Hospitals to provide medical support to the operating forces of the Navy and Marine Corps. Fleet and mobile commands having difficulty obtaining assistance from naval hospitals, medical clinic, and dental clinics are encouraged to provide the facts to CINCPACFLT (Code 45), via the appropriate chain of command. Also, information is desired in cases where naval hospitals, dental clinics provide outstanding service to the Fleet and mobile units.

10216. AUGMENTATION OF MEDICAL UNIT PERSONNEL

10216.1. Temporary Assistance. When units require temporary additional medical personnel, units shall request assistance from the immediate superior in command (ISIC) or type commander who will fill the assignment with personnel under their claimancy. If unable to provide the requirement locally, the assistance of the Fleet Commander will be sought. In all cases of TEMADD assistance, message addressees shall include CINCPACFLT, EPMAC, and NMPC.

10216.2. MMART. When it is necessary to augment Fleet Medical Departments with medical personnel not under claimancy of CINCPACFLT, the unit requiring assistance will initiate a message request, clearly defining requirements as outlined in BUMEDINST 6440.1G, to CINCPACFLT with CNO, appropriate Type and Operational Commanders, COMNAVMEDCOM, EPMAC, and NMPC as information addressees.

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SECTION 3 - PREVENTIVE MEDICINE

10301. GENERAL. The term "preventive medicine," as used herein, includes all measures relating to the prevention or control of disease and/or injury among naval personnel. Experience, in wartime, has demonstrated that well organized and expertly directed effort toward the control of communicable disease is essential to the successful prosecution of operational plans. In peacetime, preventive medicine measures remain an essential element of readiness and training from the standpoint of economy and improved efficiency.

10302. COMMAND RESPONSIBILITY

a. Each commanding officer is responsible for the institution and prosecution of a properly organized and adequately functioning preventive medicine program and for the enforcement of regulations pertaining thereto, within the command.

b. The commander of a base or force located or operating in an area where civilian or other military agencies are operating shall maintain close liaison with such agencies in all matters relating to preventive medicine.

10303. COMMUNICABLE DISEASE CONTROL. Necessary measures shall be instituted for the prevention and control of infectious and contagious diseases. Appropriate action shall, as a minimum, include the measures set forth in the following articles.

10303.1. Specialized Medical Support. All forces shall request the best available specialized assistance to render preventive medicine support when indicated. Such services may be requested from the Environmental and Preventive Medicine Unit No. 5, San Diego, CA; the Environmental and Preventive Medicine Unit No. 6, Pearl Harbor, HI; and Preventive Medicine Sections of local Naval Hospitals. Specialized assistance in the area of insect and/or rodent control problems is also available from the Disease Vector Ecology and Control Centers, Alameda, CA, Jacksonville, FL, and the Navy Environmental Health Center, Norfolk, VA. Limited laboratory and consultative services may be available from Naval Hospitals and other medical facilities at shore bases. Medical officers and medical department representatives conducting epidemiological investigations shall submit written reports to the commander or commanding officer of the activity requesting the services, with copies to CINCPACFLT, COMNAVMEDCOM, and the area Environmental and Preventive Medicine Unit/Disease Vector Ecology and Control Center. Forces ashore shall provide, when requested by commanders afloat, such special services as may be available.

10303.2. Immunizations. Commanding officers will ensure that all personnel under their command meet the immunization requirements set forth in the Manual of the Medical Department, BUMEDINST 6230.1H, and current changes. The cognizant fleet, type, task force group, or unit commander will ensure that appropriate inoculations are administered to all personnel in ships and fleet units scheduled to depart for world areas for which specific immunizations are required, and that medical officers under their cognizance supervise immunizations given on ships without medical officers aboard when the inoculations are required to be given under direct supervision of a medical officer.

10303.3. Tuberculosis Program. The Tuberculosis Control Program shall be conducted in accordance with BUMEDINST 6224.1D. An Annual Report of Tuberculin Testing shall be prepared by all activities having medical personnel and submitted to COMNAVMEDCOM (Code 314) by 1 February of each year, with copies to the appropriate type commander medical officer, command medical officer and Environmental and Preventive Medicine Unit.

10303.4. Hepatitis Control. BUMEDINST 6230.13D promulgated prophylactic procedures for the control of hepatitis. All Pacific Fleet ships shall stock sufficient Gamma Globulin for administration to close contacts in case of an outbreak of hepatitis not associated with hepatitis B/or HBAG (Australian antigen). If hepatitis occurs in a cook or food handler, a mass Gamma Globulin prophylaxis program may be necessary. Ships operating in WESTPAC shall stock a sufficient amount of Gamma Globulin to immunize 10 percent of the ship's crew.

10303.5. Malaria Control. NAVMED P-5052-10 outlines general preventive and control measures for malaria. BUMEDINST 6230.11G establishes specific policy regarding the prevention and control of malaria in Navy and Marine Corps personnel while in malaria endemic areas. NAVMEDCOM Notice 6230 of 13 September 1983 addresses use of Fansidar in deploying units.

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a. Deployable units are directed to carry one box (25 tablets) of Fansidar as its minimum deployment specific load requirement.

b. All deploying Navy Medical Officers, independent duty Hospital Corpsmen, preventive medicine technicians, and laboratory technicians shall be thoroughly familiar with known malaria risks and with the prevention, diagnosis, and treatment of the various types of malaria and focus special attention on preventive measures in known malaria-risk areas. Special attention shall also be placed on proficiency in the use of the Wilson-Edeson test for chemoprophylaxis compliance.

10303.6. Cholera Immunizations. Requirements for routine cholera immunizations have been eliminated. A single dose of 0.5 ml may be administered on an individual case-by-case basis as required for international travel. Recommend consultation with the cognizant Naval Environmental Preventive Medicine Unit prior to any individual or mass cholera vaccine administration.

10303.7. Venereal Disease Control. Control of venereal disease shall be a command responsibility based on the references listed below and current COMNAVMEDCOM and CINCPACFLT directives. Commanding officers shall keep themselves informed of the venereal disease incidence for their command.

a. CINCPACFLTINST 6222.1C, Diagnosis and Treatment of Gonorrhea and Non-gonococcal Urethritis.

b. SECNAVINST 6222.1D, Policy on Venereal Disease Control.

c. NAVMED P-5036, Interviewer's Aid for VD Contact Investigation.

d. NAVMED P-5052-11-A, Treatment and Management of Venereal Disease.

e. Manual of the Medical Department, Article 22-18.

The treatment of venereal disease differs in the Western Pacific area and Indian Ocean areas (Hong Kong, Indonesia, Japan including Okinawa, Philippines, Korea, Malaysia, New Guinea, Singapore, Thailand, Eastern African ports, and all Indian Ocean ports), as outlined in CINCPACFLTINST 6222.1D.

10303.8. Transfer Physical Examination. Physical examinations shall be conducted on personnel being transferred to another ship or station in order to detect the presence of, or recent exposure to, communicable disease, including tuberculosis. Transfer of an individual who has been exposed to, or is suffering from, any communicable disease shall be governed by article 15-50, Manual of the Medical Department.

10303.9. Disease Alert Reports. All forces, whether afloat or ashore, shall, upon suspicion or establishment of any of the diseases indicated in BUMEDINST 6220.3C, make a prompt message or speedletter report to Navy Environmental Health Center (NAVENVIRHLTHCEN), Norfolk, VA, with copies to CINCPACFLT (Fleet Surgeon), fleet commanders, type commanders, and the area Navy Environmental and Preventive Medicine Unit (NAVENPVNTMEDU) as defined in BUMEDINST 6200.3C. When a reporting unit is homeported in the area of responsibility of one NAVENPVNTMEDU, both NAVENPVNTMEDUS should receive a copy of the report. Copies of progress and final reports shall also be forwarded to the above addressees and shall reference all previous reports to the case(s). Completeness of the reports is necessary. Forces afloat shall keep port authorities informed to prevent transmission of the disease ashore. CINCPACFLT requires a Disease Alert Report (DAR) on all cases of syphilis, until further notice. Names should not be used in report(s) of cases of syphilis. Report Control Symbol MED 6220-3 has been assigned to this report.

10304. QUARANTINE

10304.1. General. The quarantine procedures set forth in SECNAVINST 6210.2 and in the Manual of the Medical Department, chapter 22, are applicable to ports and areas under the jurisdiction of CINCPACFLT. Appropriate commanders are authorized to place in effect such other quarantine regulations as may be necessary in an emergency, but shall promptly request approval from CINCPACFLT on any action taken.

10304.2. Deratting and Deratting Exemption Certificate. Commanding officers of ships will obtain a deratting or deratting exemption certificate, as appropriate, from the U. S.

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Public Health Service or designated representatives of Naval Hospitals prior to departure for foreign ports. Certificates are valid for six months. BUMEDINST 6250.7B and the Manual of the Medical Department should be consulted for relative procedures.

10305. FOOD SANITATION. Food in all messes shall be prepared and served in a sanitary manner, as stated in the Manual of Naval Preventive Medicine, chapter 1.

10306. POTABLE WATER. The commanding officer of each naval vessel shall ensure the potability of water requisitioned from facilities at each port visited. All water supplied by public or private systems, outside the United States, should be considered to be of doubtful quality and treated in accordance with the Manual of Naval Preventive Medicine, chapter 6. All water taken on board or manufactured on board a naval vessel shall be chlorinated or brominated as required by current directives. Strict compliance with these directives is required. The routine chlorination or bromination of water on board nuclear submarines is not recommended. A routine bacteriological analysis of water shall be performed weekly, as outlined in the Manual of Naval Preventive Medicine, chapter 6. All ships shall maintain a current Water Sanitation Bill, as illustrated in the Manual of Naval Preventive Medicine, chapter 6.

10307. SEA WATER. The restrictions for sea water use on board naval vessels is prescribed in the Manual of Naval Preventive Medicine, chapter 6.

10308. GARBAGE AND TRASH DISPOSAL. Garbage and trash shall not be disposed of in such a manner as to create a sanitary nuisance. In harbors, the disposal of such refuse shall be conducted in accordance with local regulations. At sea, garbage and refuse shall be dumped overboard, only in areas where the contamination of shore areas will not result, but at least outside the 50 mile limit. Disposal of garbage of foreign origin will be accomplished in accordance with applicable current regulations.

10309. SWIMMING. Swimming over the side shall be prohibited while in waters known or suspected to be contaminated.

10310. LIVING SPACES AND RELATED SERVICE FACILITIES

10310.1. General. To reduce the possibility of development and spread of communicable disease, berthing spaces and related service facilities shall meet the standards of the Manual of Naval Preventive Medicine, chapter 2, and other applicable directives as they become available.

10310.2. BOQ/BEQ Sanitation Ashore. Commanding officers of shore-based Pacific Fleet activities shall ensure that environmental health inspections of BOQ/BEQ facilities are conducted at least quarterly by qualified medical department personnel. Commanding officers may request assistance from the nearest supporting medical activity.

10311. INSECT AND RODENT CONTROL

a. Commanding officers of ships and fleet units are responsible for the continuing maintenance of a safe and effective pest control program in accordance with BUMEDINSTs 6250.2D, 6250.12A, 6250.13A, and the Manual of Naval Preventive Medicine. Assistance should be requested from the nearest activity having a professional entomologist or a certified vector control specialist/pest control technician for unusual problems pertaining to insect and rodent control. Additional assistance for the elimination of difficult pest infestations may be obtained from the medical entomologist assigned to an Environmental and Preventive Medicine Unit or a Disease Vector Ecology and Control Center. The Manual of Naval Preventive Medicine shall be strictly complied with in regard to the proper handling and dispersal of pesticides. Since most forms of shipboard pest problems are closely related to good housekeeping and sanitary practices, command medical and supply representatives should ensure effective and close liaison in matters of pest control.

b. In all ports, ships will, immediately upon berthing at a pier and during the entire time the vessel lies alongside a pier, employ properly fitted rat guards on all connecting lines (including mooring and service lines).

10312. OCCUPATIONAL AND INDUSTRIAL HEALTH HAZARDS. Commanding officers and officers-in-charge shall ensure that all personnel are adequately protected from occupational and industrial health hazards.

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10312.1. Hearing Conservation Program. The Hearing Conservation Program shall be implemented in accordance with OPNAVINST 5100.23B, chapter 18 and other applicable directives as they become available.

10312.2. Heat Stress Program. The Heat Stress Program shall be implemented in accordance with OPNAVINST 5100.20B, CINCPACFLTINST 5100.4, and other applicable directives as they become available.

10312.3. Asbestos Control Program. OPNAVINST 5100.23B, chapter 17 provides guidance concerning occupational health standards, control, medical surveillance, and physical examination standards. In consonance with the standards for chest X-ray films, pulmonary function examinations, and development of a central data bank/registry, fleet medical departments are not qualified to perform complete asbestos medical surveillance examinations. Close liaison with the supporting Naval Hospitals, Navy Environmental and Preventive Medicine Units, and appropriate fleet/force commanders is directed to ensure full compliance.

10312.4. Radiation Health and Safety. Each commander shall ensure that a radiation health program is instituted, as necessary, in accordance with the Radiation Health Protection Manual, NAVMED P-5055. An organized indoctrination in radiological health and safety of all personnel who are likely to be exposed substantially or repeatedly to radiation hazards shall be conducted. Such measures, as may be necessary, shall be instituted for the prevention, control, and treatment of personnel operating in contaminated or radiation areas in accordance with NAVMED P-5055, BUMEDINST 6470.10, and CINCPACFLTINST 6470.2C. All shipboard radiographic equipment will be subject to periodic surveys as outlined in BUMEDINST 6470.9.

SECTION 4 - SECURITY OF MEDICAL STORES

10401. POLICY. All medical stores of narcotics, alcohol, habit-forming drugs, and such other drugs as directed by COMNAVMEDCOM shall be maintained in locked storage, under the direct custody of an officer, except pharmacy working stock, as provided for by the Manual of the Medical Department.

10402. REQUISITION OF CONTROLLED SUBSTANCES. Authorized Medical Allowance List (AMAL) outlines the required controlled substances necessary for shipboard Medical Departments to perform their function. Prior written approval of the appropriate Force Medical Officer is required to requisition controlled substances in excess of AMAL and controlled substances NOT on AMAL.

10403. INVENTORY. Inventories of medical stores shall be in accordance with the Manual of the Medical Department.

10404. REPORTING LOSS OF NARCOTICS. Losses, thefts, or irreconcilable differences between physical inventory and records will be reported immediately in accordance with the Manual of the Medical Department.

10405. SAFEGUARDING OF ATROPINE INJECTION. Ships and operating units are required to provide protective measures to prevent losses, from pilferage or misuse, of Atropine Injection, 2 mg (automatic injectors or syrettes for self-injection). The commanding officer or officer-in-charge will remove all atropine injectors from first aid boxes, portable medical lockers, break front boxes, etc., and place them in protective storage until operations require dispersal. Adequate storage, subject to quarterly inventory, is considered to be a locked/padlocked cabinet, locked/padlocked CBR material chest, locked/padlocked decontamination station, or similar locked/padlocked storage not readily accessible to all hands. Inventory/audit board type controls, records, or reports that apply to controlled substances are not required nor desired.

10406. SAFEGUARDING OF NARCOTICS PARAPHERNALIA. Narcotics paraphernalia is defined as medical material having the potential for use in the illicit administration of hard narcotics and controlled substances. This includes hypodermic needles, syringes, lactose, mannitol, quinine, etc. Narcotics paraphernalia shall be afforded the same degree of protection, special handling, and security storage as is required for drug-abuse-controlled substances, except that monthly inventory/audit board type controls, records, or reports are not required nor desired. Medical material that should be disposed of immediately after use in patient care must be ground up, crushed, or mutilated to such an

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extent that hypodermic syringes, hypodermic needles, atropine automatic injectors, intravenous tubing, and needle sets, etc., would not be usable again in any manner for the illicit administration of hard narcotics or controlled substances.

10407. SAFEGUARDING OF "COMBO-PEN" AUTOINJECTORS. Because of severe incapacitation if administered before symptoms of nerve agent poisoning appear, the "COMBO-PEN" nerve agent antidote autoinjectors shall be safeguarded in the same manner as required for atropine automatic injectors in accordance with article 10404 above.

SECTION 5 - INSPECTIONS

10501. GENERAL. Inspections of the medical department will be made in conjunction with regularly scheduled inspections directed by higher authority, and conducted by Type Commander, Immediate Superior in Command (ISIC), and/or unit Commander. Ideally, inspections of the Medical Department should be included in predeployment preparation and upon relief of the Medical Department Representative.

10501.1. Health Care Quality Assurance. A system shall be devised and used to provide a readily available audit trail of EACH patient presenting to sick call or admitted to the Sick Bay as an inpatient. This audit trail will follow the patient through all phases of examination, diagnostic testing, treatment, and the release from care, in order to document the quality of care provided for all patients. Using this audit trail, a thorough review of the quality of provided routine medical services shall be a part of the regularly scheduled Medical Department inspection and will be specifically addressed in the inspection report.

SECTION 6 - REPORTS

10601. REPORTS

10601.1. Medical Officer Information. NWP-7, article 1322.3, is provided for information and compliance: When a medical officer arrives on board the ship for a period in excess of 24 hours, report as MEDARR, after the special unit designator, if he is the only medical officer on board. When the ship has already reported a medical officer on board, no report is required for the arrival of a second medical officer. When the last medical officer on board departs from the ship for a period in excess of 24 hours, with the exception of liberty, a report of medical officer departure is required. List the departure as MEDDEP, after the special unit designator. Reports are required for MEDARR and MEDDEP in port or underway. This report is required from ships only.

10601.2. Medical Report to Commanding Officer. The medical officer and/or medical department representative, in the absence of the medical officer, shall submit a weekly medical report to the commanding officer in accordance with OPNAVINST 3120.32A. The report shall include, but not be limited to, the following: items of medical significance, sanitation, habitability, status of immunizations for personnel assigned to the command, and training held within the Medical Department.

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CHAPTER 11

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SECTION 1 - PERSONNEL

11101. DENTAL OFFICER DUTIES. The principal, general, and specific duties and responsibilities of all dental officers are set forth in chapter 6, MANMED.

11101.1. Commanding Officers of Naval Dental Clinics; Heads of Dental Departments. The general duties of the commanding officers of naval dental clinics and the heads of dental departments are set forth in Chapter 7, U. S. Navy Regulations, 1973, and Chapter 6, MANMED.

11101.2. Force Dental Officers. The duties of force dental officers are set forth in Article 6-38, MANMED. In addition, each force dental officer shall:

- a. Visit annually, if practicable, the Dental Department of each ship and shore activity under his commander's cognizance and submit a copy of his findings and recommendations to the Fleet Dental Officer.
- b. Call upon the commanding officer of each ship and activity visited to discuss dental matters with a view toward the improvement of dental service.
- c. Coordinate, within his type command, dental treatment for each ship having no dental officer by establishing guidelines for commanding officers, medical officers, or medical department representatives. Dental support may be obtained either from afloat dental facilities or shore-based dental activities when it is more practical to obtain treatment ashore.
- d. Keep the Fleet Dental Officer informed as to the dental health status of his force through a compilation of a quarterly dental classification status of each fleet unit. The suggested format would include the number of personnel in dental classifications I, II, III, and IV. The "DENTAL READINESS" of a unit is the percent of personnel in classes I and II.
- e. Maintain data on the status and condition of dental equipment within dental facilities of the force to ensure timely submission of budgetary requirements and orderly replacement of dental equipment. Age, obsolescence, and equipment damaged or in a state of uneconomical repair should be considered in dental equipment replacement schedules. (NAVMEDCOMINSTs 4235.5F and 6700.36B refer.)

11102. DENTAL TECHNICIANS. Limitations on assignment of dental technicians to duties inappropriate for their rating are delineated in U. S. Navy Regulations, Article 0845. In addition, dental technicians shall not be assigned duties as the duty medical corpsman of the watch. Dental technicians do not receive the professional training required to perform medical duties independent of a physician. This does not preclude their assignment to battle dressing stations on the watch quarter and station bill and the battle bill. Dental technicians are important members of the oral health team and their proficiency and knowledge of the duties and responsibilities of their current and higher rates must be continually expanded. The head of each dental activity shall ensure that each dental technician assigned:

- a. Is familiar with the applicable qualifications for advancement in rate.
- b. Completes the correspondence courses required for advancement in rate.
- c. Receives regular and continuing in-service training as specified in NAVMEDCOM and Navy Directives 1510 series.
- d. Is afforded every practicable opportunity to gain experience and broaden his knowledge by rotation through various assignments within the dental activity.

11103. EFFICIENT USE OF DENTAL PERSONNEL. Dental personnel shall be efficiently employed and permitted to devote maximum time and effort within their technical specialties. Limitations on the assignment of duties to dental officers are set forth in U. S. Navy Regulations, Article 0845. Commanding officers concerned shall:

- a. Keep the administrative work load required by the dental facility to an absolute minimum.
- b. Make nonessential personnel available for treatment during drills and exercises when active participation by dental personnel is not required.

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c. Restrict the collateral duty assignments of dental personnel to those which do not result in the loss of dental operating time.

d. Enable dental treatment to be continued during extensive repairs or during overhaul periods by providing necessary utilities to the Dental Department or by effecting liaison with nearby dental facilities to obtain working space for dental personnel.

SECTION 2 - TREATMENT

11201. RESPONSIBILITY FOR DENTAL HEALTH. The commanding officer is responsible for the dental health of the personnel of his command (U. S. Navy Regulations, Article 0727).

11202. ELIGIBILITY FOR DENTAL TREATMENT. The various categories of persons eligible for dental treatment are set forth in Article 6-98, MANMED, and NAVMEDCOMINST 6320.31A.

11202.1. Dependents. The eligibility of dependents of service personnel residing outside the United States, and in areas within the United States designated by DOD as remote, is discussed and amplified in SECNAVINST 6320.8D. Dependents who are going on accompanied tours to overseas areas will have a dental examination as required by BUPERSINST 1300.26F. Dependents in whom dental disease is found will be encouraged to complete any necessary treatment prior to their overseas departure.

11202.2. Emergency Treatment. Emergency dental treatment may be provided for any person when indicated by principles of humanity or international courtesy (MANMED Article 6-98(3)(b)(6) and NAVMEDCOMINST 6320.31A).

11203. DENTAL CARE FOR PERSONNEL AFLOAT. Personnel afloat shall be provided dental care on a priority basis. The following regulations also apply:

11203.1. Support by Ships to Other Units Afloat. Each ship with dental personnel on board shall extend its dental services to ships alongside, or in the vicinity, which do not have dental facilities regardless of force attachment.

11203.2. Support by Shore Facilities. In accordance with OPNAVINST 6600.1 added emphasis and priorities must be established for the operating forces, especially those likely to be deployed. Dental activities ashore share the responsibility for providing dental treatment to Fleet personnel, including consultations, and specialty services when required. Additionally, shore facilities should assist in maintaining readiness of deployable dental units by providing dental equipment repairs and maintenance services.

11203.3. Advance Notice of Requirements. Commanding officers of ships without dental personnel, scheduled to deploy for extended operations, shall make every effort to ensure a high state of dental readiness by obtaining maximum dental treatment for the crew commensurate with shore support and tender capabilities. The commanding officer of a ship having no dental personnel shall, based upon information supplied by his medical officer or medical department representative, inform the appropriate shore-based dental facilities or tenders of the dental treatment requirements of his unit as far in advance as practicable. When it is impossible to give such notice by other means, the ship's dental treatment requirements shall be included under item ZULU in the LOGREQ message. Reasonable advance notice will permit a shore-based dental facility to reserve or to change appointments as necessary to accommodate Fleet personnel requiring treatment during a limited in port period.

11203.4. Status of Patients Referred for Treatment Ashore. A patient referred to a shore activity for dental treatment shall normally be retained in a duty status and treated as an outpatient. In unusual circumstances, however, when prolonged treatment is required, the commanding officer of the patient's ship may assign the patient ashore temporarily upon request initiated by the dental officer of the activity which is to provide the treatment.

11203.5. Dental Guard Afloat. Dental guard requirements will be strictly adhered to in accordance with local policy set forth in SOPA administration.

11203.6. Dental Record to Accompany Patient. The dental officer, medical officer, or medical department representative, as appropriate, shall ensure that the Dental Record, Standard Form 603, accompanies, and is returned by, each patient sent to another ship or activity for dental treatment.

11203.7. Currentness of Dental Record. For requesting dental treatment, medical officers or medical department representatives shall consider any dental treatment and/or

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examination within the last 12 months as a current record. The number of records not current and those in dental classification III should be indicated in the LOGREQ message. Records shall be reviewed quarterly.

11204. PREVENTION OF ORAL DISEASE. Each dental activity shall place emphasis upon preventive dentistry measures (MANMED Article 6-102A and SECNAVINST 6600.1C). These measures shall include:

a. Conducting dental examinations with a view to:

- (1) The prompt treatment of existing defects, giving priority to those conditions which are most likely to interfere with the patient's performance of duty.
- (2) The accomplishment of oral prophylaxis, when indicated, for the maximum number of individuals.

b. Disseminating to all hands information concerning oral hygiene and diet, with emphasis upon the important responsibility of each individual to maintain oral health through proper plaque control procedures. In addition to chairside instruction, maximum use shall be made of official Navy training films, group lectures, and handout pamphlets (NAVMED Article P-5087).

c. Developing a fluoride treatment regimen for all active duty personnel with emphasis on frequent self-applied low-level topical fluoride exposures.

d. Developing a preventive dentistry program for dependent personnel in accordance with SECNAVINSTs 6320.8D and 6600.1C.

e. Encouraging commanding officers to determine desirability of adjusting the fluoride content of potable water supplies in accordance with OPNAVINST 11330.1.

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CHAPTER 12
PUBLIC AFFAIRS

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SECTION 1 - GENERAL

12101. GUIDANCE. The policy, guidance, responsibilities, and procedures for public affairs contained in ANNEX F to CINCPACFLT OPORD 201 are applicable to all echelons of command in the Pacific Fleet.

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CHAPTER 13

INTEGRITY AND EFFICIENCY PROGRAM
(Formerly Fraud, Waste, and Abuse Prevention Program)

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SECTION 1 - GENERAL

13101. INTRODUCTION. The purpose of this chapter is to cite various regulations and directives pertaining to the Navy's Integrity and Efficiency (I&E) Program, and to provide additional guidance designed to strengthen and focus on efforts to combat fraud, waste, and abuse.

13102. DEFINITIONS. Various sections of the Title 18 U. S. Code, the Uniform Code of Military Justice and SECNAVINST 5370.2 (Article 13103.3 below) define activities amounting to crimes against or involving property of the U. S. Government. These activities can be generically labelled as "fraud, waste, and abuse." While there is a popular belief that statutory sanctions cover only flagrant and obvious cases where the U. S. Government is deprived of its property, in fact, criminal sanctions can be applied to all variations of fraud, waste, and abuse (including dereliction of duty). If this fact is ignored, especially when impropriety is relatively minor, fraud, waste, and abuse go unchecked. Following are working definitions for use in recognizing and acting on this category of misconduct.

13102.1. Fraud. Any willful means of taking or attempting to take unfair advantage of the Government including, but not limited to, the offer, payment, or acceptance of bribes (18 U.S.C. 201), or the offer, giving, or acceptance of gratuities as set forth in SECNAVINST 5370.2, making of false statements, submission of false claims, use of false weights and measures, evasion, or corruption of inspectors and other officials, deceit either by suppression of the truth or misrepresentation of a material fact, adulteration, or substitution of materials, falsification of records and books of account, arrangements for secret profits, kickbacks, or commissions, and conspiracy to use any of these devices. It also includes those cases of conflict of interest, criminal irregularities, and unauthorized disclosure of official information which are connected with procurement and disposal matters.

13102.2. Waste. Any extravagant, careless, or needless expenditure of government funds or consumption of government property which results from deficient practices, systems, controls, or decisions.

13102.3. Abuse. Any number of wrongful actions, not constituting fraud or waste, which violates statutes, regulations, or good practice.

13103. REGULATIONS AND DIRECTIVES

13103.1. U. S. Navy Regulations, 1973. Article 0702 addresses the responsibility of the commanding officer for economy within his command which includes the requirement for rigid compliance with regulations governing receipt, accounting, and expenditure of public monies, and for the implementation of improved management techniques and procedures. Article 0748 is emphatic as to the proper use of labor and materials. Care, preservation, and economical use of equipment and supplies are mandated by Article 1138. The obligation of all personnel to report offenses or knowledge of fraud, collusion, or improper conduct is cited in Articles 1139 and 1140. The conditions for authorized possession of Government property are addressed in Article 1141.

13103.2. SECNAVINST 5430.92 assigns responsibilities to counteract fraud, waste, and related improprieties within the Department of the Navy to commanders, commanding officers, and "naval personnel". The latter includes all U. S. military personnel in the naval establishment and all civilian employees of the Department of the Navy (including those in nonappropriated fund activities). The instruction states in part: "All naval personnel shall be vigilant to the possibility of ... illegal or improper acts, and shall report to proper authority, in accordance with U. S. Navy Regulations, the existence of any improprieties in this regard. Commanding officers and others in authority shall cause inquiries or investigations into such reports to be initiated; and, if confirmed by inquiry or investigation, take or cause to be taken disciplinary action and/or administrative action"

13103.3. SECNAVINST 5370.2 prescribes required standards of ethical conduct governing all personnel of the Department of the Navy including responsibilities and procedures for monitoring and enforcing compliance with standards of conduct.

13103.4. OPNAVINST 5041.1 establishes the Navy Hotline Program as an element of the Navy's I&E Program, specifies responsibilities for its support, and requires commands to publicize information pertaining to the program (see Article 13105.2a below).

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13104. POLICY. Those in positions of leadership in the Pacific Fleet will not countenance instances of fraud, waste, or abuse in any form or degree, no matter how inconsequential they appear to be. Fraud, waste, and abuse, particularly the latter two, because of their susceptibility to control by unit or activity commanding officers, must be countervailed by swift and deliberate command actions.

13105. GUIDANCE

13105.1. Command Responsibility and Reports

a. Each instance of reported fraud, waste, or abuse shall be the subject of inquiry or investigation, as appropriate, and a report thereof shall be submitted as follows:

(1) Ships, aviation squadrons, and afloat staffs (OPFORCES) shall submit special incident reports involving fraud, waste, or abuse in accordance with Article 1208.2 of these Regulations; i.e., Unit Situation Reports (SITREP) (enclosure (11) of OPNAVINST 3100.6) or OPREP-3 Navy Blue reports (enclosure (7) of OPNAVINST 3100.6) for any major or serious event or incident that could become a matter of high naval interest or local press inquiry. OPFORCES are otherwise exempt from reporting addressed below.

(2) Commanding officers/officers in charge of shore activities and fleet activities located ashore shall ensure local procedures provide for OPREP-3 Navy Blue reporting of fraud, waste, or abuse as cited above. In addition, Unit SITREP shall be submitted for all events or incidents involving fraud, waste, or abuse which do not or no longer require OPREP-3. Unit SITREPs that report fraud, waste, or abuse shall be addressed to the cognizant Immediate Superior in Command (ISIC) with CINCPACFLT and intermediate echelons in the chain of command as information addressees. Contents of Unit SITREPs reporting fraud, waste, or abuse shall follow the format of Navy Hotline Completion or Progress Reports (enclosures (2) and (3) of OPNAVINST 5041.1) omitting paragraph 2 "hotline control no.". Unit SITREPs shall continue to be submitted on each event/incident until terminated by the ISIC upon satisfactory completion of compliance with guidance in paragraphs 13105.1b through e of these Regulations.

(3) Reports cited above are exempt from reports control by OPNAVINST 5214.7.

b. The Naval Investigative Service (NIS) shall be requested to investigate allegations of significant or complex criminal activities and, when appropriate, an investigation shall be convened under provisions of the JAG Manual and of Article 2603 of these Regulations. In this regard, if a situation develops where significant potential of fraud, waste, or abuse is suspected, but there is no actual evidence of it, the cognizant commanding officer shall review the potential with a representative of NIS to determine if an Initiative Criminal Intelligence Operation should be undertaken.

c. Inquiry/investigation of an allegation shall not be conducted by a command or individual implicated -- explicitly or implicitly -- in wrongdoing in the allegation under inquiry/investigation. In tasking through the chain of command, cognizant commanders or commanding officers should be especially sensitive to the need for sufficient organizational independence. Complete assurance of impartiality and objectivity is essential in conducting the inquiry. In selecting an individual to conduct an inquiry, consideration shall be given to seniority, maturity, professional experience, and prior noninvolvement in the matter under inquiry. ISICs shall assume responsibility for inquiries/investigations when circumstances dictate.

d. Every element of an allegation, and questions raised during an inquiry/investigation, shall be addressed in the record or report of inquiry/investigation.

e. Disciplinary or administrative action, commensurate with the offense, shall be taken, when deemed appropriate, against any individual whose conduct has been determined to have been criminal or culpably improper.

f. Reports of inquiry/investigation of fraud, waste, and abuse (including records of disposition) shall be retained for a period of two years. ISICs shall review these reports and related records incident to command inspections.

g. Military and civilian personnel must be conditioned to prevention of fraud, waste, and abuse. Such conditioning shall encompass: (a) the example set by command supervisory personnel with regard to their responsibility, accountability, and personal conduct; (b) periodic pronouncements and discussions at command and work center levels, and articles in

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plans of the day and newspapers of units and stations, which remind all hands of absolute requirement to prevent, detect, and report fraud, waste, and abuse; and (c) accessibility of command authorities to those who wish to report violations.

13105.2. Individual Responsibility and Reports. The chain of command is to be used for registering complaints and grievances, for suggesting management improvements, and for reporting suspected fraud and mismanagement. However, if a link in the chain of command is an apparent cause of a perceived violation, reports should be made to the commanding officer or officer in charge. Under unusual circumstances the ISIC should be apprised directly, or reports can be made to:

a. Navy Hotline: AUTOVON 288-6743; commercial (202) 433-6743/800-522-3451; or write NAVINSGEN, ATTN: Navy Hotline, Building 200, Washington Navy Yard, Washington, DC 20374. (See OPNAVINST 5041.1 for additional guidance.)

b. Office of the Pacific Fleet Inspector General: AUTOVON 471-9851; commercial (808) 471-9851, or write INSGENPACFLT, Box 03M, Pearl Harbor, HI 96860.

13106. DEPARTMENT OF DEFENSE (DOD) HOTLINE PROGRAM. SECNAVINST 5370.5 implements the DOD Hotline Program. Its provisions and those of Articles 2103.7c through e and 13105.1b through f of these Regulations shall be observed in processing DOD Hotline complaints.

CINCPACFLTINST 5440.3H

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COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HAWAII 96860-7000

CINCPACFLTINST 5440.3H CH-1
(004)

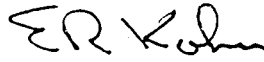
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CINCPACFLT INSTRUCTION 5440.3H CHANGE TRANSMITTAL 1

Subj: UNITED STATES PACIFIC FLEET REGULATIONS

Encl: (1) Revised pages 2-33 thru 2-36

1. Purpose. To transmit change one to the basic instruction.
2. Action. Remove existing pages 2-33 thru 2-36 and replace with enclosure (1) of this change transmittal.



E. R. KOHN
Deputy and Chief of Staff

Distribution:
SNDL (ALPACFLT)

Copy to:

A1A Secretary of the Navy
A2A Department of the Navy Staff Offices (JAG only)
A3 Chief of Naval Operations
A5 Chief of Naval Personnel
v6 Headquarters U.S. Marine Corps
iA1 Commander in Chief U.S. Atlantic Fleet
SOA Unified Commands (USCINCPAC only)
Senior Member, Pacific Fleet Propulsion Examining Board; Box 70, Naval Station San Diego, CA 92136

Stocked:

Headquarters, Commander in Chief
U.S. Pacific Fleet
Pearl Harbor, HI 96860-7000

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(5) In case wherein liberty of a service member stationed ashore in a foreign country is curtailed, prompt action shall be taken to request permanent transfer from the area involved. The request shall include detailed justification.

(6) Members for whom liberty has been curtailed shall not be required to muster or work with members undergoing punitive restriction.

(7) Records and related information regarding liberty curtailment shall be maintained and control measures instituted; however, entries shall not be made in individual service records.

(8) None of the foregoing limitations are applicable to restraint imposed as non-judicial or court-martial punishment or appropriate imposition of pre-trial restraint.

2611. CIVIL LITIGATION REPORTS. When any PACFLT command is apprised, by service of process, of the commencement of any civil litigation or legal proceedings against the Department of the Navy or any of its officials, a priority message report will be sent to JAG, info CINCPACFLT and other appropriate officials in the chain of command, in accordance with JAGMAN 1525.

SECTION 7 - NON-APPROPRIATED FUNDS

2701. NON-APPROPRIATED FUNDS. Definitive responsibilities and procedures for the administration of non-appropriated funds are contained in OPNAVINST 7010.2B, CINCPACFLTINST 7010.1A, BUPERSINST 1710.11 (Special Services Manual), the Manual for Messes Ashore (NAVPERS 15951), and Non-appropriated Fund Accounting Procedures (NAVSO P-3520).

SECTION 8 - ADVANCEMENT EXAMINATIONS

2801. ADVANCEMENT EXAMINATIONS. The Naval Education and Training Support Center Pacific has established a clearinghouse for expeditious exchange of information about excess advancement examinations. Commands having excess exams or needing specific exams should report by message or phone to NAVEDTRASUPPCENPAC San Diego, CA. The clearinghouse does not physically hold or stock exams, but acts as a referral service providing location of excess exams. Transfer of the exams will be arranged by the command holding or needing exams.

SECTION 9 - NAVAL RESERVE

2901. NAVAL RESERVE. The Naval Reserve provides support to the active forces in time of war or national emergency or when otherwise authorized by law.

2901.1. Selected Reserve. Within the Naval Reserve there is the Selected Reserve whose strength is based upon those immediate mobilization requirements designated by the Chief of Naval Operations as being so essential as to require priority treatment. The Selected Reserve is organized into units which retain their identity upon mobilization and augmentation units which are dissolved as the members are incorporated into the active manpower system. Selected Reservists are personnel assigned to the Selected Reserve and who perform drills and Active Duty for Training (ACDUTRA) with pay. Each member of the Selected Reserve possesses a specific mobilization billet in the active Navy structure. Mobilization of the Selected Reserve is the primary means for those activities authorized peacetime manpower levels to organizational manning for those activities authorized Selected Reserve support. The resultant effect of a mobilization of the Selected Reserve will be to increase the ability of the Navy to conduct prompt and sustained combat operations.

2901.2. Directives. The principle directives governing the Naval Reserve in general, and the Selected Reserve in particular, are OPNAVINST 1000.16E, OPNAVINST 1001.17A, CPMNAVINST S3060.5A, and BUPERSINST 5400.42E.

2901.3. Force Capability. Realization of the total force capability of the Navy requires the integration of active and Reserve forces in the peacetime training environment to ensure maximum effectiveness in minimum time under mobilization conditions.

2901.4. Operations, Administration, and Training. The operation, administration, and training of the Naval Reserve is integrated within the regular Navy

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establishment, and commands and units of the Pacific Fleet shall perform their assigned tasks and functions in connection with the Naval Reserve in the same manner as is provided for the regular Navy.

2901.5. Reserve Command Responsibilities. The Chief of Naval Reserve (CNAVRES) commands the Selected Reserve Force, except for the Naval Reserve Force (NRF) ships and staffs assigned to Fleet Commanders in Chief. During peacetime, CNAVRES is charged with the responsibility to maintain authorized Selected Reserve Units in such a high state of readiness so as to facilitate early recall and deployment.

2901.6. Active Duty Command Responsibilities. Gaining commands will become directly involved in planning, development, and evaluation of the readiness training of assigned Reserve Units, not only during ACDUTRA at the gaining command, but also during the interim inactive duty training periods at the regular drill site. Active duty Commanding Officers or Reserve Unit Commanding Officers will visit one another at least annually. Only under unusual and compelling circumstances will the visits not occur. Active duty Commanding Officers are also encouraged to provide letter assessments, when applicable, to reporting seniors of their Reserve Units commenting on the specifics of unit readiness attainment. Additionally, each Immediate Superior In Command (ISIC) will take an active interest and support these programs to the maximum extent possible. NAVMILPERSCOMINST 1611.1A, governing preparation of officer fitness reports, requires ISICs to comment on each Commanding Officer and Officer-in-Charge's effectiveness in coordinating and developing mobilization readiness of assigned augmenting Reserve Units. All levels of command will ensure that applicable directives be reviewed and modified, and appropriate, to reflect this creased emphasis.

SECTION 10 - EMBARKATION OF NIS SPECIAL AGENTS ABOARD PACFLT SHIPS

21001. POLICY. Establishes and restates jurisdiction and responsibilities of the Naval Investigative Service in the conduct of criminal and security investigations and related activities.

21001.1. Special Agents. This regulation constitutes authority for the embarkation of Special Agents of the Naval Investigative Service in U.S. naval ships for official purposes within the Pacific Fleet.

SECTION 11 - EMBARKATION OF WOMEN IN PACIFIC FLEET UNITS

- R) 21101. POLICY. This section establishes policy governing embarkation of women in Pacific Fleet units.
- R) 21102. AUTHORITY. Title 10, U.S.C. Sec 6015, SECNAVINST 1300.12A and OPNAVINST 5720.2L authorize Temporary Additional Duty (TAD) assignment of female U.S. military personnel to any ship, squadron, or unit in the U.S. Navy not expected to execute a combat mission during the period of temporary duty. Combat mission is defined as, "a mission of an individual unit, ship or aircraft that individually, or collectively as a Naval task organization, has as one of its priority objectives to seek out, reconnoiter, and engage an enemy." The Naval defensive posture of all operating units is not included within this definition. TAD assignments may occur in the performance of normal duties and for the period required by these duties, not to exceed 180 days. Enlisted female U.S. military personnel may be assigned to a unit without a female (Petty) Officer in charge and without restrictions/limits to the number of female U.S. military personnel, (i.e., no requirement to have a minimum of two female U.S. military personnel assigned). Female U.S. military personnel temporarily assigned to a vessel or aircraft required to execute a combat mission will be disembarked, if feasible, prior to execution of such mission.
- R) 21103. GUIDANCE. The following guidance is provided regarding the temporary embarkation of women to ships and squadrons in the Pacific Fleet.
- R) 21103.1. TAD Authorization. Temporary Additional Duty assignment of female U.S. military personnel to ships and squadrons is strongly encouraged for the performance of their military duties, professional training, career enhancement, and for the benefit of the command and the Navy. The embarkation of federal government civilian employees for official purposes should be undertaken without regard to sex. It is also emphasized that special care must be exercised during planning stages for embarkation of all civilian women to ensure that all concerned are in agreement

concerning requirements for embarkation. Withdrawal or withholding of permission for embarkation, after provisional permission and planning, can create undue embarrassment for the commands concerned and the Navy.

21103.2. Accommodations. Berthing accommodations for women temporarily assigned will be commensurate with their rank, rate or civilian rating; exceptions can be made by the Commanding Officer. Sleeping quarters must be separate from males. Head facilities may be provided on a time-sharing basis or specifically designated for use by the women while on board. Locks should be provided on doors of the head to ensure adequate privacy. Access to these facilities should not entail violation of berthing compartment privacy.

21104. AUTHORITY TO AUTHORIZE EMBARKATION. Authority to authorize embarkation of women is as follows:

a. Commanding Officers may authorize the embarkation of female U.S. military personnel on a TAD basis.

b. COMTHIRDFLT, COMSEVENTHFLT, and Type Commanders, as appropriate, may authorize embarkations of female federal government civilian employees for official purposes. COMTHIRDFLT, COMSEVENTHFLT and Type Commanders, as appropriate, may authorize embarkation of female relatives and female civilian guests of naval personnel. This includes female relatives and female guests of Civil Service members employed by MSC and civilian members serving aboard MSC controlled and contract operated ships bearing USNS designations as well as female members of civilian youth groups.

21104.1. Pregnant Women. Pregnant women will not be embarked for TAD in a Pacific Fleet ship if beyond the 20th week of gestation, or when the ship is underway and the time for medical evacuation of the member to a treatment facility capable of evaluating and stabilizing obstetric emergencies is greater than six hours.

21104.2. Message Notifications, Request and/or Authorization

a. Commanding Officers of ships without female military personnel assigned PCS will notify CINCPACFLT, COMTHIRDFLT or COMSEVENTHFLT and appropriate Type Commander of embarkations of female U.S. military personnel, by UNODIR message.

b. Anytime a request for TAD embarkation of female U.S. military personnel is denied solely due to gender, a message report to COMTHIRDFLT or COMSEVENTHFLT and appropriate Type Commander, info CINCPACFLT, is required. The justification for such denial shall be set forth in the message.

c. Whenever a request for TAD embarkation of female federal government civilian employees is denied, a message report to CINCPACFLT is required. Justification for such denial shall be set forth in the message.

SECTION 12 - MISCELLANEOUS

21201. PHYSICAL SECURITY. Security is a function of command. An effective Antiterrorism Program is inherent in a comprehensive Physical Security Program. An effective Physical Security Program evolves from command analysis of the identified threat and allocation of available resources and assets to reduce the command's vulnerability to espionage, sabotage, injury, damage, or losses.

21201.1. Crisis Response/Reaction Forces. Each Pacific Fleet command shall maintain the capability to respond to emergency situations and threats to command security with a trained response/reaction force. This capability shall be maintained using those best qualified for such duty, including Master-At-Arms, shore patrol, security police, and if available, members of the Marine Barracks or Detachment. Tenant commands and those activities with insufficient manpower to provide own internal security force should execute appropriate agreements to ensure supporting response/reaction force is available from host or other source.

a. Commander shall establish plans, organization, and operating procedures which enable the response/reaction force to cope with threats to security. These plans shall provide for:

(1) Increasing degrees of readiness in response to deteriorating or varied DEFCONs, THREATCONs, and other emergency situations.

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(2) Training and periodic exercise of the response/reaction force.

5) Capability to respond to any disturbance in a rapid and professional manner.

b. Should the situation warrant, Commanding Officers afloat should be prepared to sound "General Quarters" at the early stages of any emergency. The Commanding Officer will:

(1) Place himself in a position where he has effective communication with each key area of the ship.

(2) Ensure each individual is brought to a rapid state of alert.

21201.2. Assignment of Personnel to Security Watches. The assignment of personnel to security watches places them in a position of direct responsibility for the safety of government property. Accordingly, it is imperative that only reliable personnel be so assigned. Security personnel must be thoroughly indoctrinated as to their authority and responsibility, and must be highly motivated to function in a positive and professional manner. Security personnel will not be armed unless previously qualified and instructed in firearms safety and use of deadly force.

21201.3. Safeguarding of Senior Officials' Travel Information. World-wide events have reinforced the reality that key U.S. personnel are being targeted by terrorist organizations. Preliminary assessments indicate there is a need to increase the emphasis placed on the security afforded senior officials. To enhance the protection provided Flag/General Officers and equivalent civilian dignitaries during periods of foreign travel and to preclude release of travel details, public disclosure of which may not be in the best interest of the official or the United States, the procedures below will apply:

a. Correspondence pertaining to foreign travel will, at a minimum, be protected and marked "FOR OFFICIAL USE ONLY". Message traffic will be so designated in addition to being transmitted "ENCRYPTED FOR TRANSMISSION ONLY" (EFTO).

b. When a validated specific threat exists at a foreign destination, detailed itineraries and other sensitive information about the visit will be appropriately classified.

c. When travel, mission, timing, geographical destination, etc., involve political or other sensitive considerations, such information will be appropriately safeguarded for limited dissemination, to include classification when required.

21202. MORAL STANDARDS. Each Commanding Officer shall insist upon moral behavior on the part of his personnel as a standard, not as a goal, and shall establish and actively promote programs for the maintenance of such standards and for the supersession of immoral, vulgar, or dissolute practices, in accordance with Article 0702.4, U.S. Navy Regulations, 1973.

21203. ILLEGAL ACTIVITIES. Although each Commanding Officer must be continuously alert to prevent or curb any illegal activity within his command, special efforts should be undertaken to prevent certain activities which by their nature are exceptionally deleterious in their effects upon welfare and morale, are particularly destructive of moral standards, or reflect most adversely upon the character and prestige of the Naval Service. Included in such activities are the following:

a. Possession or sale of pornographic materials.

b. Performance of illegal activities, such as destruction of leave records.

c. Intentional circumvention or violation of laws governing customs duties, taxation, currency regulation, black market activities, and other economic offenses.

d. Unauthorized and unrecorded treatment of VD.

e. Sale of blank or false ID cards, passes, or discharge papers.

COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HAWAII 96860-7000

CINCPACFLTINST 5440.3H CH-2
(004)

25 JUN 1992

CINCPACFLT INSTRUCTION 5440.3H CHANGE TRANSMITTAL 2

Subj: UNITED STATES PACIFIC FLEET REGULATIONS

1. Purpose. To transmit change two to the basic instruction.

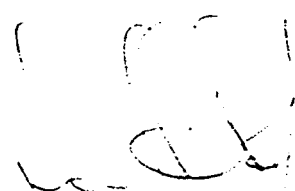
2. Action

a. On page 7-1 change title of article 7103 to read: "ALPACFLT AND PACADMIN MESSAGES".

b. On page 7-3 replace article 7103 with the following:

"ALPACFLT AND PACADMIN MESSAGES. ALPACFLT messages are those which contain the CINC's specific thoughts or direction considered important enough to promulgate in a message addressed to every individual in the Pacific Fleet. PACADMIN messages disseminate more routine administrative information of fleet-wide applicability. Each Commander, Commanding Officer or Officer-in-Charge is responsible for promulgating the contents of ALPACFLT messages to all hands under his/her command. Appropriate contents of ALPACFLT messages sent as "personal for" Commanders, Commanding Officers and Officers-in-Charge should be disseminated to selected personnel in each command, the extent of distribution being determined by the nature of the particular message. The contents of PACADMIN messages should be disseminated to appropriate personnel, dependent upon the subject matter. Each calendar year, a PACADMIN message will be sent, listing all effective ALPACFLT's and PACADMIN's. Those listed, and all received during the current calendar year, are to be maintained by Commanders, Commanding Officers or Officers-in-Charge until cancelled by a subsequent annual review PACADMIN message or by other means. Commanding Officers should maintain a file of effective ALPACFLT messages as a turnover item. Each command should maintain a complete file of ALPACFLT and PACADMIN messages. Tickler sheets listing Date-Time-Group, ALPACFLT/PACADMIN number, and subject line may be substituted for those messages which are not applicable to a command."

c. Add the following to page III of the Index: "PACADMIN Messages, 7103, 7-3".



DAVID B. ROBINSON
Deputy and Chief of Staff

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DEPARTMENT OF THE NAVY

COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HAWAII 96860-7000

IN REPLY REFER TO:

CINCPACFLTINST 5440.3H CH-3
(N16)

15 MAR 1994

CINCPACFLT INSTRUCTION 5440.3H CHANGE TRANSMITTAL 3

Subj: UNITED STATES PACIFIC FLEET REGULATIONS

Encl: (1) CINCPACFLT Designated Ship Based Staffs

1. Purpose. To transmit Change 3 to the basic instruction.
2. Action. Replace the list of Staffs eligible for career sea pay on page 2-20, with enclosure (1).


J. R. FITZGERALD
Deputy and Chief of Staff

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