

115199

Naval Ocean Systems Center
San Diego, CA 92152-5000

Technical Document 600
June 1990
Revision B

**General
Guide for
NOSC
Civilians
Boarding
Navy Ships**

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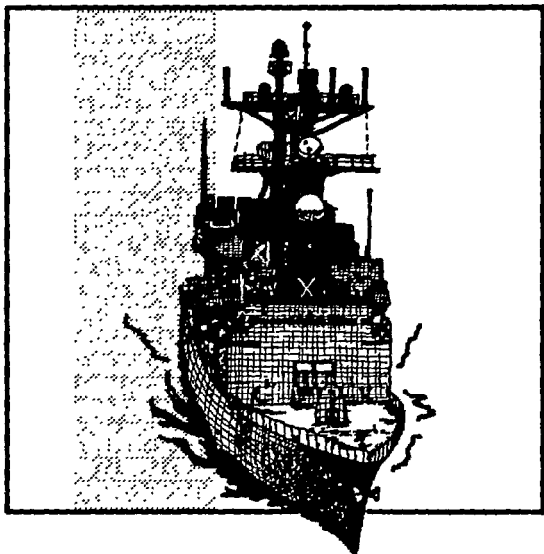
**An Activity of the Space and
Naval Warfare Systems Command**

J. D. Fontana, CAPT, USN
Commander

R. M. Hillyer
Technical Director

WELCOME ABOARD

A substantial number of NOSC personnel visit U.S. Navy ships each year. Shipboard layout, administrative organization, and rules of conduct aboard ship can turn a visit into a frustrating experience. This booklet has been written to help you over the hurdles, answer your questions, and make your visit enjoyable and productive. Any of the officers or chiefs at NOSC can assist you before you go aboard a Navy ship. Don't hesitate to seek their assistance.



PRELIMINARY PREPARATIONS

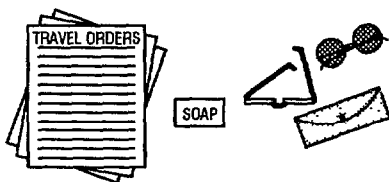
THE PAPER WORK

Ensure that security and visit clearance messages have been sent prior to your departure in accordance with Type Commander's policy guidance for advance notification.

If possible, telephone to the ship's Executive Officer (XO) or designated contact to confirm your estimated time of arrival and the receipt of required clearance messages. Answer all questions that the contact might have about the purpose of the visit.

Have your Center security badge, travel orders, and a copy of the security clearance correspondence with you when you report aboard. You might also consider whether or not you will need a government driver's license.

If your ship is deployed, bring your passport, special travel orders, and shot records. Contact (1) the Center Travel Office for specific information on the countries you'll be traveling through; (2) the Center Security Office for area/country clearance information; and (3) the NOSC Dispensary for inoculations and special medical advice.



WHAT TO BRING

Be sure to bring the following: sunglasses, warm jacket, coveralls, bathrobe, rubber-soled shoes,

shower shoes, hand towel, washcloth, soap, soap-dish, and all toiletries. (Women should note that skirts and high heels are never worn aboard a Navy ship.) By all means, bring a camera. However, inquire about the ship's regulations before you begin shooting pictures.

ARRIVAL ON BOARD

BEFORE LEAVING THE CENTER

Verify the Naval station and pier at which the ship is located. If the ship is out of port prior to your scheduled arrival aboard, double check its schedule. It may have changed. This information is available from the Fleet Readiness Office.

REPORTING ABOARD

It is best to arrive at the ship the afternoon prior to ship departure to minimize any interference with ship's preparation for getting underway. If the ship is in port, board it at the forward brow, the access closest to the bow of the ship.

If the ship is at anchor, report to the boat officer or boat coxswain at the Fleet landing specified in your travel arrangements. The boat officer will tell you the departure time of the boat to your ship and request that you be transported to that ship's accommodation ladder.

THE BOARDING PROCEDURE

If boarding a ship between 0800 and sunset, an officer in civilian dress will stop at the top of the gangway, face the colors (aft), come briefly to attention, face the Officer of the Deck (OOD) and

“request permission to come aboard.” You should follow the same procedure. If you board the ship after sunset and before 0800, you may omit facing aft.

After permission to board is granted, report your arrival onboard to the OOD. The OOD, attired in the uniform of the day, will probably be carrying a “long glass” resembling a telescope. Present the OOD with your identification, orders, and a copy of the security clearance correspondence that was sent from NOSC to the ship. If appropriate, request that the OOD inform your contact aboard ship of your arrival.

BERTHING

If your work requires remaining aboard or going to sea, you must make berthing and mess arrangements. The mess treasurer (a junior officer) will assign you a place to sleep. Space permitting, GS-9 and above will be berthed in a stateroom in the living spaces known as officers’ country. Even when this is not feasible, all other wardroom privileges, including linens and towels, will be furnished.

MESS FEES

Every officer attached to a ship belongs to the officers’ mess and pays a monthly bill. Civilians riding Navy ships are also required to pay for the meals eaten aboard. Payment, which is made to the wardroom mess treasurer, must be made before you leave the ship.

NO ALCOHOLIC BEVERAGES
 ILLEGAL DRUGS/
 DRUG PARAPHERNALIA

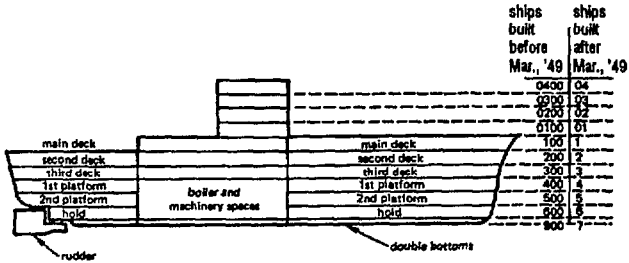
ALCOHOLIC BEVERAGES AND OTHER DRUGS

Absolutely no alcoholic beverages, illegal drugs, or drug-related paraphernalia are allowed aboard a Navy vessel. There are no exceptions and violations are punishable by law.

FINDING YOUR WAY AROUND

DECKS

A few basic rules will help you find your way around a Navy ship. The main deck (the hangar deck on an aircraft carrier) is the baseline. Below the main deck are the second deck, third deck, etc. Above the main deck are the 01 (pronounced "oh one") level, 02 level, etc.



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

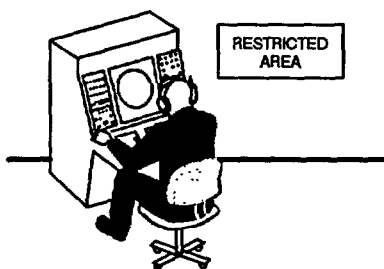
COMPARTMENT NUMBERING

Two systems of compartment numbering are in use, but we'll only describe the system that's been in

use since 1949. Think of compartment numbers as addresses. For example, 3-75-4-M above the compartment door signifies the following: the 3 indicates the 3rd deck; the 75 indicates that the forward boundary of the compartment is at frame 75 (starting at zero from the bow and increasing as you go aft). The 4 indicates that it is the 2nd compartment from the centerline on the port side of the ship. An odd number indicates starboard side. M tells you that the compartment is used as a magazine. A is for storage places, C is for control spaces (CIC, communications spaces, pilothouse), E is for engineering spaces; F for fuel storage, Q for miscellaneous (shops, offices, laundry, galley), T for vertical access trunks, and L for living areas.

TRAFFIC FLOW

When facing the bow (front) of the ship, port is to your left and starboard is to your right. Traffic flow (mandatory during emergencies and drills) moves forward and up on the starboard side and aft and down on the port side.



ACCESS

Entry into restricted or limited access areas can be arranged by your shipboard contact only after

verification of your need-to-know and need-for-access. Request permission before entering any space for the first time, or until you know the ground rules of the ship for the various spaces.

Captain's and Admiral's "countries" are restricted unless invited. Traditionally, access to the Bridge and Pilothouse is restricted. It is customary to request permission before entering these areas. If your business requires you to be on the quarterdeck (a place of ceremony and honor), do not appear in work clothes.

ADMINISTRATIVE ORGANIZATION

DEPARTMENTS

























In general, all Navy ships have the same overall organization headed by a Commanding Officer (CO) and Executive Officer. The three major command departments are operations, combat systems (or deck), and engineering; the two staff departments are supply and medical. Aircraft carriers also have an air department, a navigation department, and an air wing composed of several squadrons.

OFFICER RANKS










The type of ship determines the seniority of the officers filling the billets. A department head on an aircraft carrier will be a commander whereas the same department head on a destroyer will most likely be a lieutenant. Each major ship department is headed by an officer who is assisted by one or more division officers.

NAVY INSIGNIA













COMMISSIONED

0-1	0-2	0-3	0-4
GOLD	SILVER	SILVER	GOLD
			
			
			
ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER
0-5	0-6	0-7	0-7/8
SILVER	SILVER	SILVER	SILVER
			
			
			
COMMANDER	CAPTAIN	REAR ADMIRAL LOWER HALF	REAR ADMIRAL










COMMISSIONED CON'T

0-9	0-10	SPECIAL
SILVER	SILVER	SILVER
		
		
		
VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL

WARRANT

W-1	W-2	W-3	W-4
GOLD BLUE	GOLD BLUE	SILVER BLUE	SILVER BLUE
			
			
			
WARRANT OFFICER W1	CHIEF WARRANT OFFICER W2	CHIEF WARRANT OFFICER W3	CHIEF WARRANT OFFICER W4

ENLISTED

E-1	E-2	E-3	E-4	
				
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	
E-5	E-6	E-7	E-8	E-9
				
PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER

ADDRESSING THE OFFICERS AND CREW

The CO of any Navy ship is called Captain regardless of rank. Other officers are referred to by their rank. An XO who is a lieutenant commander is usually called Commander. However, the XO may prefer to be addressed simply as XO. On larger ships (e.g., carriers and LHAs), the XO may be a captain in rank, in which case it would be proper to address the XO by rank. Often the XO prefers to be called XO to avoid confusion with the CO, who is also a captain in rank and captain of the ship. Enlisted personnel are addressed as follows:

1. Seaman apprentice/seaman—Seaman Jones
2. Petty officer 3rd through 1st classes—Petty Officer Jones

3. Chief petty officer—Chief Jones
4. Senior chief petty officer—Senior Chief Jones
5. Master chief petty officer—Master Chief Jones

The CO is greeted at every meeting. Other officers are greeted at first meeting in morning and as you desire thereafter.

WARDROOM ETIQUETTE

THE WARDROOM

The wardroom is the officers' club, reading room, dining room, and office. Common sense, good manners, and rules of etiquette founded on Navy customs and traditions should be followed.

CLOTHING

The uniform of the day is normally worn by officers in the wardroom, except on formal occasions. Your attire should match the standards set for the wardroom. Casual attire is normally acceptable but dirty work clothes are not. Your dress should conform to the officers' attire. Sweatshirts, skivvies, shower shoes, etc., are never appropriate. Headgear is never worn in the wardroom except by ship's personnel on official business.

SEATING AT MEALS

Seating arrangements are dictated by Navy tradition. The president of the mess (the CO or XO) sits at the head of the senior table with the mess caterer (an officer) at the opposite end. Officers are seated in order of seniority. Civilian guests are seated according to the host officer's directions. Regardless of your GS rating, you are a guest aboard the ship

COURTESIES

The following are points of wardroom etiquette stressed to newly commissioned officers. They should be followed by NOSC personnel.

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

Officers and civilians should arrive 3 to 5 minutes before meals and remain standing until guests and senior members of the mess are seated. If you arrive late, apologies should be made to the senior officer.

If unduly detained, try to notify the presiding officer in advance.

Find out any particular customs of the wardroom and adhere to them.

Avoid unfavorable criticism of the food or the service.

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

If urgent business requires your attention, excuse yourself from the table and conduct your business outside the wardroom.

Follow the smoking policies of the individual ship.

If two seatings are required for the wardroom, avoid lingering at the table.

Do not ask for room service.

Allow watch reliefs to eat first.

Meetings held in the wardroom should have the approval of the mess president.

Do not abuse the services of duty mess steward (MS) by sending the MS on long errands.

Do not make a practice of loitering in the wardroom during working hours.

Remember that the tables must be cleared at least 30 minutes before meals to permit the MS to set up on time.

Remove your between meals coffee cup and saucer from the table to the pantry shelf or the sideboard if no MS is immediately available. This gesture helps improve the wardroom's general appearance.

Refrain from vulgarity or obscenity.

Stay clear of the wardroom after breakfast as this is usually the period for general cleaning.

Office work should only be done in the wardroom when absolutely necessary.

Your contact with enlisted personnel should not take place in officers' country (staterooms, washrooms, pantry, and the wardroom).

Just remember—YOU ARE A GUEST IN SOMEONE ELSE'S HOME.

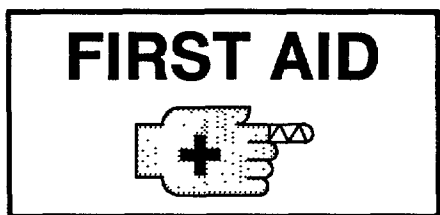
LIVING ABOARD SHIP

SHIP SERVICES

The ship's store usually carries tobacco, toilet articles, camera film, etc. The larger the ship, the greater the selection.

An appointment with the barber is usually scheduled a day in advance. Haircuts are free and tips are not expected.

Laundry, also free, is picked up and delivered by the room MS, with whom you should make arrangements.



MEDICAL

Although medical facilities on most Navy ships are limited, general medical attention is provided by a hospital corpsman. The larger ships may have a medical officer on board. However, if you require a specific medication, bring a sufficient amount on board.

SOME DOS and DON'TS

Avoid obstructing passageways and doorways, especially when a person approaches carrying gear or is otherwise burdened. Do not impede the progress of a damage-control team investigating fire or flooding.

Smoke only where smoking is permitted. The possibility that lit cigarettes, cigars, or pipes will ignite fuel oil fumes or ammunition is very high. Fumes gather and linger in a ship's semiclosed spaces. Heed the announcements that put out the smoking lamp

either shipwide or in specified areas. Cigarette butts are thrown only into butt cans. Pay attention to your sense of smell. If you smell fumes—don't smoke.

Rough weather demands special precautions. Lifelines are considered a last resort. Their deck socket welds can deteriorate and render them ineffective as a barrier. Never lean or rest on a lifeline. Rough weather at sea compounds an already dangerous environment. Use caution and good sense at all times.

Observing flight quarters on an aviation-capable ship should only be done from an authorized observation point. Because foreign object damage (FOD) is a hazard to flight safety and can ruin an engine, do not wear a hat or carry easily lost small items topside during flight quarters.

Find out the abandon-ship station, man overboard, and general quarters muster points as soon as possible after coming on board. Knowing where to go and what to do may prevent embarrassment and save your life.

At sea, the freshwater allowance, about 20-25 gallons per person per day, must provide for cooking, drinking, washing, and bathing. Shower by getting wet all over, shutting off the valve, soaping all over, rinsing, and shutting off the valve again. Report any leaking valve. Adhere strictly to any water-usage hours.

Speak softly when in your quarters. Bulkheads are not soundproof and the person in the next compartment may have a late watch.

Whistling is taboo. Topside, whistling can be mistaken for a bos'n's call; below decks for sentine valves lifting, turbine rubs, etc.

Take a moment to explain to personnel the equipment you are testing and its applications. This courtesy will pay dividends in increased interest in the job and greater cooperation.

LEAVING THE SHIP

Check out with the XO when ready to leave the ship. Relate what you have accomplished aboard and how the end product will benefit the personnel of the ship or the Navy as a whole.

Check out with the mess treasurer and pay your mess bill. Do this the day prior to your departure.

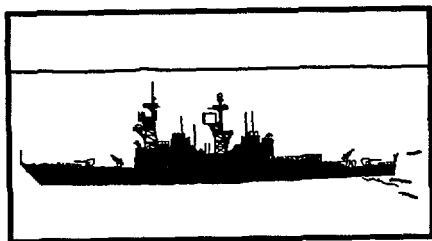
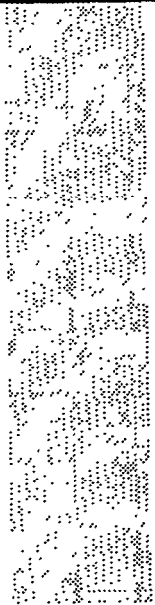
When debarking, "request permission to leave the ship" from the OOD. If between 0800 and sunset, step out on the gangway, face the colors, and momentarily come to attention. Then proceed down the gangway to the boat or pier.

Be prompt when leaving the ship via boat. This is especially important when riding in the Captain's gig. Custom dictates that junior officers embark before seniors; senior officers disembark before juniors. You should follow the directions of the OOD when embarking and the boat officer (or coxswain) when disembarking.

CONCLUSION

You are a guest aboard a Navy ship. Regardless of your GS rating, the privileges and recognition given you are those elected to be given you by the ship's personnel. Your knowledge of Navy tradition and consideration of your host will make your stay aboard an enjoyable experience.

NOTES



A handwritten signature in black ink, appearing to read 'A. E. Walther', with a large, sweeping flourish extending to the right.

Reviewed and approved by
A. E. Walther, CAPT, USN
Chief Staff Officer
June 1990