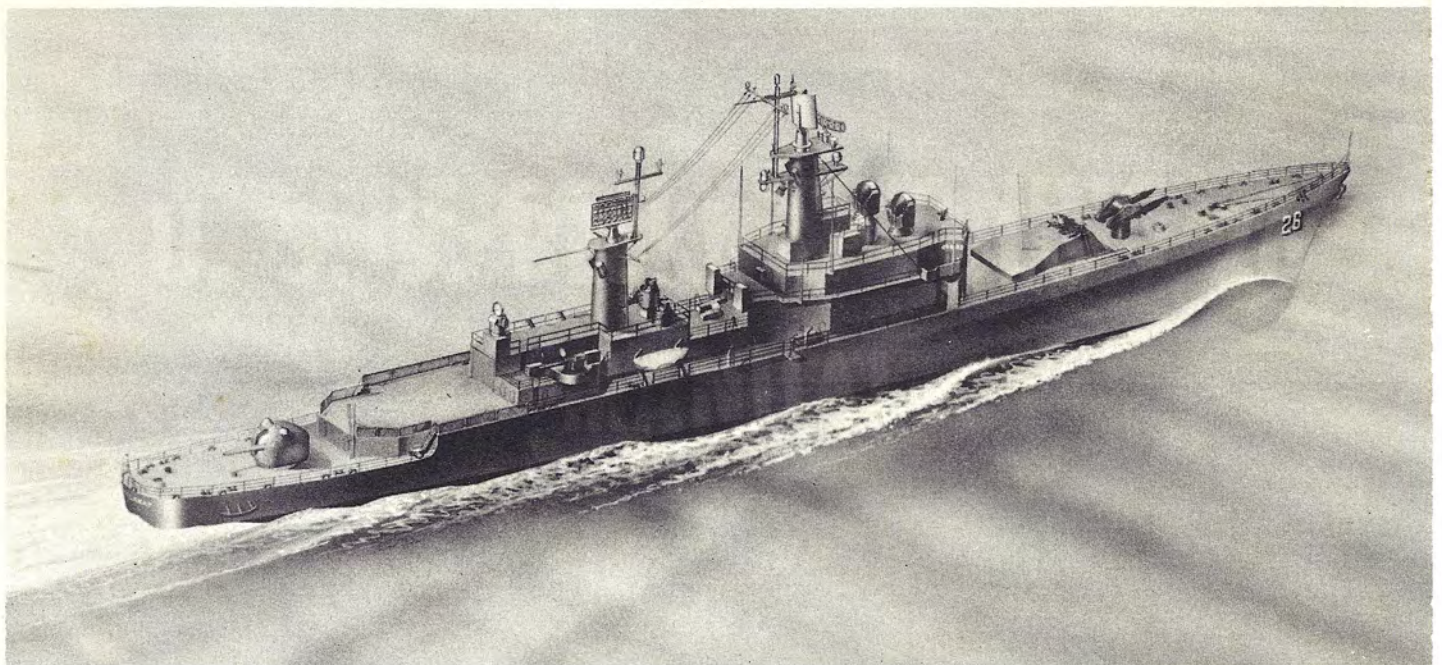


PRE-COMMISSIONING MANUAL



U. S. S. BELKNAP DLG - 26

WELCOME ABOARD

WELCOME TO THE BELKNAP (DLG- 26) PRE-COMMISSIONING DETAIL. AS MEMBERS OF THE BALANCE CREW YOU ARE ABOUT TO EMBARK ON A NEW PHASE OF YOUR NAVAL CAREER, THAT OF PUTTING INTO COMMISSION ONE OF THE NAVY'S FINEST AND MOST MODERN COMBATANT SHIPS.

THE COMMISSIONING AND ACCEPTANCE OF THIS SHIP MARKS ANOTHER STEP IN THE DEVELOPMENT OF COMBATANT SHIPS AND IS THE CULMINATION OF THE COMBINED EFFORTS OF MANY WHO TOOK PART IN HER DESIGN AND CONSTRUCTION. IT IS OUR DUTY TO PREPARE FOR HER ACCEPTANCE BY INDIVIDUAL DEVOTION TO DUTY DEDICATED TO MAKING BELKNAP THE EFFECTIVE FIGHTING UNIT SHE DESERVES TO BE.

IN THE WEEKS AND MONTHS AHEAD ALL OF US WILL UNDERGO INTENSIVE TRAINING DESIGNED TO DEVELOP OUR PERSONAL SKILLS AND TEAMWORK NECESSARY FOR THE PREPARATION OF ASSUMING SHIPBOARD DUTIES, AND FUTURE RESPONSIBILITIES. TO ASSIST IN THAT END, THIS MANUAL HAS BEEN PREPARED FOR YOUR USE AND RETENTION. FAMILIARIZE YOURSELF WITH ITS CONTENTS.

I AM CONFIDENT THAT THE LONG HOURS AND HARD WORK WHICH LAY AHEAD WILL BE MET IN A SPIRIT OF CHALLENGE AND A DEGREE OF PERSONAL SATISFACTION WHICH WILL ENABLE BELKNAP TO ACHIEVE THE HIGHEST POSSIBLE STATE OF COMBAT READINESS. WELCOME ABOARD.

JOHN T. LAW
CAPTAIN, U.S. NAVY
COMMANDING OFFICER



*Capt. John J. Law, USN
Commanding Officer
U. S. S. Belknap (DLG-26)*

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INTRODUCTION

TODAY IN OUR GREAT NAVY, where complexity of equipment and demands upon the Operating Forces are ever increasing, the role of the individual has become more important than at any previous time in our history. Even with expensive and complicated new machinery and equipment, the ultimate success of any naval mission depends on the ability of men to make the decisions and to "get the job done" in spite of adverse conditions which might prevail. To accomplish this objective, men must be trained and trained well. This is the purpose of the precommissioning period. The training you will receive will help you to develop the confidence in yourselves and your shipmates that is needed to operate the USS BELKNAP.

During the approximately eight weeks of formal instruction at the Fleet Training Center you shall attend various courses designed to develop certain basic skills. It is important that you apply yourself diligently and get the most out of the training offered, for you will soon be called upon to utilize it once the ship has been commissioned.

Concurrent with your technical training will be the establishment of the highest standards for USS BELKNAP, whether they pertain to preventive maintenance programs, watchstanding or your military bearing and conduct. The development of such standards is an All Hands responsibility and poses a constant challenge while offering many opportunities. It can, however, be achieved early in the precommissioning training period and carried over to the ship when commissioned. The challenges stem from heavy organizational, military and training requirements that must be met within the precommissioning period. The opportunities are generated from the challenges. Many of our doctrines and procedures have been proven by long use. But regardless of how something has been done in the past, there may be a better method of doing it now - and you should find that method. The ever-inquiring mind will be a definite asset in this respect.

As you strive to make USS BELKNAP the "Best Frigate" your ship will strive to help you in advancing in rate, furthering your education and rendering assistance in personal problems. The result will be a highly integrated, coordinated and motivated BELKNAP team - a "can do" ship, second to no other. Thus, it is the purpose of the BELKNAP INDOCTRINATION MANUAL to familiarize you with the precommissioning training period to enable you to adjust to your new duty as expeditiously as possible, and derive the most benefit from the instruction given. "Welcome Aboard" and "Good Luck" in your new assignment.



REAR ADMIRAL
GEORGE EUGENE BELKNAP

II

HISTORY OF SHIPS NAMED BELKNAP

Belknap (DLG-26) is named in honor of Rear Admiral George Eugene Belknap, USN and his son, the late Rear Admiral Reginald Rowan Belknap, USN. She is the second ship of the fleet to bear the name.

George Eugene Belknap was born on 22 January 1832 at Newport, New Hampshire, and was appointed midshipman on 7 October 1847. During 1856-1857 he served with the East India Squadron, taking a prominent part in engagements with the Barrier Forts, Canton River, China, in November 1856.

Belknap's role in the Civil War was an outstanding one. He commanded a divisions of boats from USS ST. LOUIS which reinforced Fort Picken, Florida in April 1861. He participated also in the operations in Charlestown Harbor and commanded the iron clad NANCINUS in attacks on Fort Fisher, N.C., on 24-25 December 1864 and 13-15 January 1865 which occasioned its surrender. He joined in the firing against the Charlestown defenses prior to their collapse.

In 1867-1868 Belknap commanded USS HARTFORD on the Asiatic Station and led the expedition against Formosa. During 1873-1874 he performed important survey work in the Pacific, and from 1875 until the time of his retirement on 22 January 1894, performed eminently in diverse positions at sea and ashore. He died at Key West, Florida, on 7 April 1903.

Reginald Rowan Belknap was born in Malden, Massachusetts, on June 26, 1871, the son of the late Rear Admiral George Eugene Belknap, USN, and Mrs. (Frances Georgiana Prescott) Belknap.

After graduation from the Academy in 1891, he had consecutive sea service until July 1896 in the USS CHICAGO, USS BALTIMORE, USS MONOCACY and the USS YORKTOWN. This was followed by instruction at the naval War college; service in USS NEWPORT; duty as Secretary on the staff of the Commandant, Naval Base, Key West, Florida; and sea duty in USS INDIANA, USS BADGER, and USS RANGER.

Detached from the RANGER in March 1900, he subsequently served as Flag Secretary on the staff of the Commander in chief, Asiatic Fleet; in the Bureau of Navigation, Navy Department; USS MAINE; and USS KEARSARGE.

He served as Naval Attache at the American Embassy, Berlin, Germany (November 1907 - October 1910) with additional duty during 1908 and 1909 at the American Embassies in Vienna, Australia and Rome, Italy. After the Messina earthquake in 1909, he was in charge of the Red Cross Relief Ship BAYERN expedition and later in charge of the American housing construction in ten places in the stricken area. For this duty he received commendation and appreciation from President Theodore Roosevelt.

II

In 1910 Rear Admiral Belknap served as Naval Aide to President Theodore Roosevelt, Special Ambassador at the funeral of King Edward VII, and later that year, in October, reported aboard the USS NORTH DAKOTA as Executive Officer. In December 1911, he was assigned to the Bureau of Navigation, Navy Department. During the last six months of that duty, which extended to May 1913, he was Senior Member of a Board in the Navy Department.

After completing the course at the Naval War College, Newport, Rhode Island, in August 1914, he reported aboard the USS TENNESSEE, as Naval Aide to the Assistant Secretary of War in connection with the relief of Americans in Europe. A month later he reported to the American Ambassador, Berlin, Germany, for temporary duty as Assistant to the Naval Attache.

On 12 December 1914, Rear Admiral Belknap assumed command of the USS SAN FRANCISCO, and on 3 July 1915, was designated Commander, Mining and Mine Sweeping Division, Atlantic Fleet, a newly formed unit of the Atlantic Fleet. He was placed in charge of coordinating preparations for the north Sea Mine Barrage and in April 1918, he assumed command of Mine Squadron ONE of the Mine Force, North Sea. For this duty"..... during the Operation of laying mines in the North Sea, and for his excellent work in connection with the equipping of these ships for mine laying duty" he was awarded the Distinguished Service Medal.

He served on the staff of the Naval War College, Newport, Rhode Island, between May and July 1920, after which he assumed command of the USS DELAWARE. The late Admiral R.E.Coontz made the following remark on 12 May 1920: " The Chief of Naval Operations appreciates the energy and zeal displayed by you in accomplishing this work (draft of Manual on Mining prepared while commanding DELAWARE) under trying conditions and believes that the results of your extensive experience recorded in this manual will be of great benefit to the Service." Relieved of command of that battleship in May 1920, he commanded the Destroyer-Submarine Base, Squantum, Massachusetts, and the Naval Dry Dock, South Boston, Massachusetts until June 1921. Again reporting to the Naval War College, Newport, Rhode Island, he remained there until April 1923, when he was assigned fitting out duty in the USS COLORADO, at the New York Shipbuilding Corporation, Camden, New Jersey. Upon her commissioning on August 30, 1923, he assumed command. He commanded her until June 1925, when he joined the Receiving Ship at San Francisco, California, as Commanding Officer.

Rear Admiral Belknap was transferred to the Retired List of the Navy on 30 June 1926, but continued on active duty in the Receiving Ship at San Francisco, until September 1926, when he reported as Commander, Naval Training Station, Norfolk, Virginia. On 30 June 1927 he was relieved of all active duty.

Rear Admiral Belknap died 30 March 1959, at West Haven, Connecticut and was interred in the Arlington National Cemetery, Arlington, Va. His outstanding Naval career was summed up in September 1925 by the late Admiral Henry T. Mayo, USN, as follows: "The Navy and our Country owe to Captain Belknap a debt which can hardly be over estimated; for it was the knowledge and experience acquired and the doctrine and methods established in the Mine Force under command of (then) Commander Belknap that enabled the Navy to, first, fit out improvised but very efficient mine-laying vessels and, second, to operate them under war conditions in a manner which brought commendation from all."

The first Belknap (DD-251), named in honor of Rear Admiral George Eugene Belknap, USN, was launched 14 January 1919 by the Bethlehem Shipbuilding Corporation, Quincy, Massachusetts; sponsored by Miss Frances Georgiana Belknap, granddaughter of Admiral Belknap; and commissioned 28 April 1919 with Lieutenant Commander S. Gasse in command.

BELKNAP (DD-251), had a length overall of 314 feet, 5 inches; extreme beam 31 feet, 8 inches; standard displacement of 1190 tons; mean draft of 9 feet, 3 inches; designed speed of 35 knots; and a designed complement of 6 officers and 114 men. Her initial armament was four 4-inch guns; two 3-inch guns; and twelve 21-inch torpedo tubes in triple mounts.

Following her shakedown cruise BELKNAP joined U.S. Naval Forces, Eastern Mediterranean. Returning to the United States after several months she served with Division 28, Atlantic Fleet until placed in reserve at Charlestown Navy-yard in 1920. She was decommissioned 28 June 1922 at Philadelphia Navy Yard remaining there until 1940.

During 1940 BELKNAP was converted into a seaplane tender (reclassified AVD-8, 2 August 1940) and recommissioned 22 November 1940. Initially assigned to Patrol Wing 5 at Hamilton, Bermuda, she remained there until early 1941 when she returned to Newport, Rhode Island. Between May and September 1941 she made three voyages from Newport to Newfoundland and Iceland. She remained at Reykjavik, Iceland, September 1941 May 1942 and then went to Charlestown Navy Yard for an extensive overhaul. From August 1942 to January 1944 she served with BOGUE, CROATAN and VOTR hunter-killer groups in the Atlantic. Reclassified (DD-251), 14 November 1943, BELKNAP received the Presidential Unit Citation for her service with Task Group 21. 12 BOGUE Group, (20 April-20 June 1943). Following convoy duty along the East and Gulf coasts, February-June 1944, BELKNAP underwent conversion into a high speed transport (reclassified APD-34, 22 June 1944).

II

Her conversion completed, BELKNAP arrived in the Pacific during September 1944. During 18-22 October she served as a screen ship during the Leyte invasion and during 3-11 January 1945 as a shore bombardment and beach reconnaissance vessel at Lingayen Gulf, Luzon, landings. On 11 January a Japanese suicide plane crashed into BELKNAP's number two stack, crippling the engines, killing 38 men and wounding 49. BELKNAP remained at Lingayen making emergency repairs until 18 January when HI - DATSA towed her to Manus Island, Admiralties. Following temporary repairs at Manus, BELKNAP proceeded to Philadelphia Navy Yard via the West Coast, arriving 18 June. Decommissioned 4 August 1945 the BELKNAP was sold and scrapped in 1946.

Besides her Presidential Unit Citation, BELKNAP was awarded three battle stars during World War II for operations listed below:

1 Star/ ANTI-SUBMARINE WARFARE TASK GROUP 21.12:

20 Apr 43 - 20 Jun 1943

1 Star/ LEYTE OPERATION

Leyte Landings: 10 Oct 1944 - 29 Nov 1944

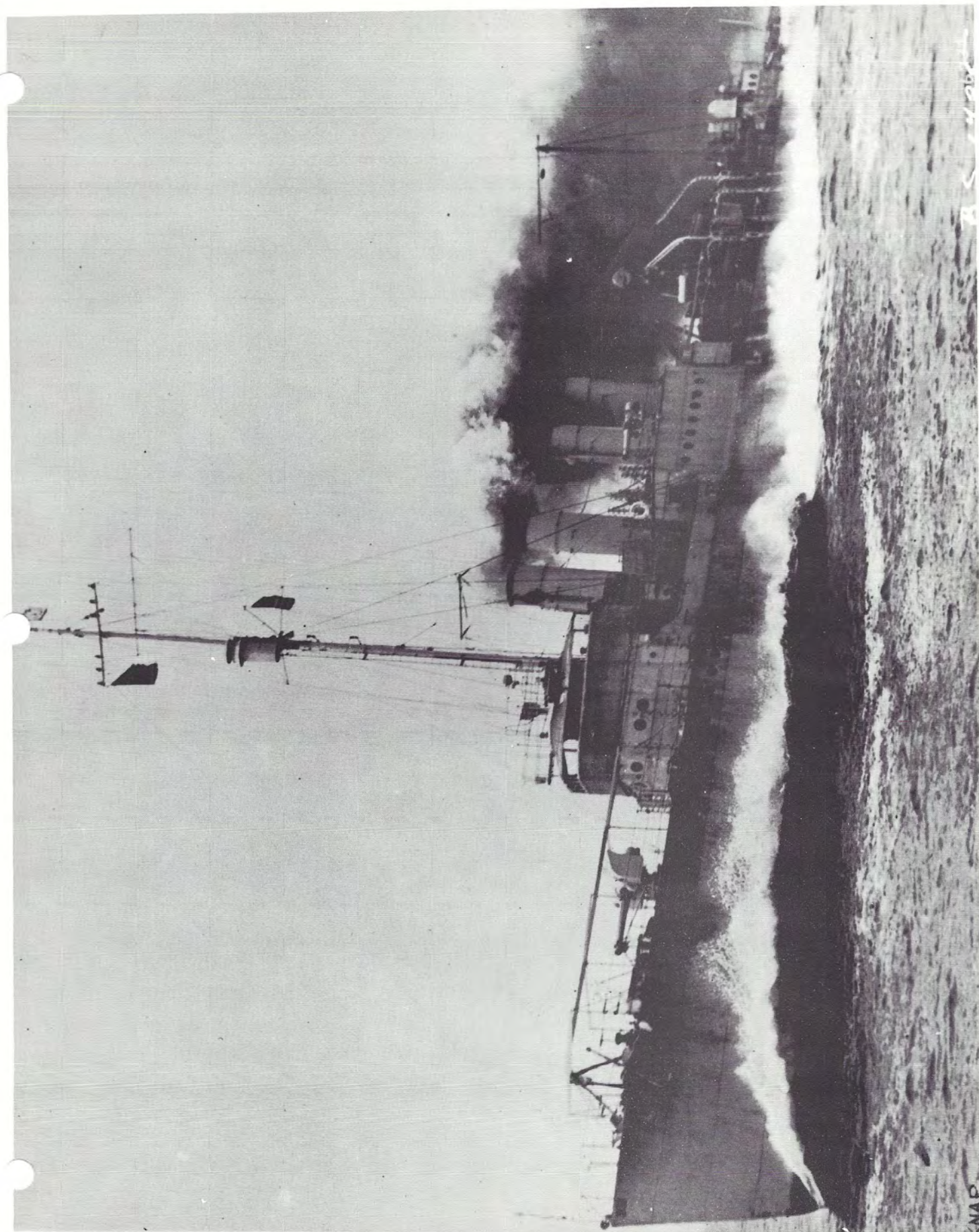
1 Star/ LUZON OPERATION

Lingayen Gulf Landings: 4 Jan 1945 - 18 Jan 1945

PRESIDENTIAL UNIT CITATION

Anti-Submarine Warfare Task Group 21.12
20 April 1943 - 20 June 1943

The second BELKNAP (DLG - 26), a guided missile frigate under construction at the Bath Iron Works corp., Bath Maine, was launched on 20 July 1963. Her keel was laid 5 February 1962.



SNAP

10/1/1941

III

MRS. LEONARD B. CRESSWELL
SPONSOR BELKNAP (DLG-26)

Mrs. Leonard B. Cresswell of Vienna, Va., the former Emilia Field Belknap, daughter of the late Rear Admiral Reginald Rowan Belknap, USN, and granddaughter of the late Rear Admiral George Eugene Belknap, USN, was sponsor for the guided missile frigate BELKNAP (DLG - 26), launched on Saturday, July 20, 1963, at Bath, Maine.

Mrs. Cresswell, who is the third daughter of Rear Admiral Reginald Belknap, was born in Stockbridge, Mass. She spent her childhood years in Newport, R.I., and is a 1926 graduate of Vassar College.

In 1927, at Norfolk, Va., she married, then, Marine Second Lieutenant Leonard B. Cresswell, USMC. He is now a retired Major General in the Marine Corps, having completed 32 years of military service in 1956. The Cresswell's reside at 340 Maple Ave., Vienna, Va.

The Cresswell's have three daughters, May Rowan, wife of Captain Gerald Irwin, USAF, serving in Germany; Emilia Field, a civilian employee in the Navy Public Information Office in London, England, on the staff of Commander, U.S. Naval Forces Europe. A third daughter, Julia Prescott, is married to William R. Bullion of Berkeley, Calif.

THE EMBLEM, U.S.S. BELKNAP

The ships insignia is taken from the Arms and Crest of the Belknap Family founded in America at Lynn, Massachusetts in 1637 by Abraham Belknap of Warwickshire, England. The family line can be traced to Sir Edward Bealknap justice of common pleas in the reign of Henry VIII and to Robert de Bealknap, King's Sergeant and assessor Lord of the Manor of Hempstead, Kent in the 14th century.

Indeed, the Battle Abbey List, the list of nobles who followed William the Conqueror into England contains the name of a Belknap.

The heraldic description of the Belknap Arms with Crest is:

Azure on a bend cotised argent, three eaglets displayed of the first. A dragon vert langued gules, gorged with a ducal coronet, a chain or reflexed over the back.

Azure refers to the color of the shield.

A bend cotised argent refers to the three diagonal stripes of silver. On this bend are three eaglets "displayed", wings spread, "of the first" color mentioned, blue.

"A dragon vert langued gules" means a green dragon with a tongue of red or fire. "Gorged with a ducal coronet, a chain or reflexed over the back" refers to the chain and crown of gold.

The helm or helmet in profile with vizor closed is that of a gentleman or esquire.

The origin of the dragon is obscure: however, it may well be a charge awarded for service to an English Sovereign for the dragon has been the customary standard of the kings of England from the time of the Norman Conquest but it has never formed a part of their armorial bearings, i.e., as a charge upon the shield of arms.

The dragon since Medieval times has been the embodiment of destructive power and continues as a fitting symbol in the modern armory.

The origin of the eaglets on the bend is also obscure, however, the bend with three eaglets displayed is found on a significant number of armorial emblems of early American Families.



DLG BELKNAP 26

OUR SHIP AND ITS MISSION

The USS BELKNAP is one of a class of nine foremounted guided missile frigates of which the Belknap is the prototype. The Belknap is being built by the Bath Iron Works Corporation in Bath, Maine. She will be delivered to the Navy at the Boston Naval Shipyard where she is to be commissioned 7 November, 1964. The Belknap is to be homeported in Norfolk, Virginia.

The mission of the Belknap is to operate offensively, independently with Strike, Antisubmarine, or Amphibious Forces against submarine, air, and surface threats.

To perform this mission, the Belknap is equipped with a Twin "Terrier" launcher forward (for guided missile and A/S rockets). 1-5"/54 and 2-3"/50 single gun mounts aft, ASW tubes amidship and DASH.

She is equipped with the AN/SQS-26 Sonar for long range submarine detection. In addition to OMNI search as is present in most systems, the 26 Sonar utilizes bottom bounce transmissions to combat the ever present thermal layer which submarines lurk beneath.

Also present on the Belknap is the completely computerized NTDS system in CIC. She will be one of the first few ships to use this system.

The Belknap has 4 boilers, geared turbines, and 2 shafts with a S.H.P. of 85,000-34 kts.

Modern accommodations are available for 31 officers and 387 enlisted personnel, including Flag facilities for a division or squadron commander.

PRINCIPAL DIMENSIONS

Length overall	347'
Maximum Beam	55'
Draft	28'
Displacement	
Standard	5340
Full	7930

VI

COMMANDING OFFICER

CAPTAIN JOHN TOWNLEY LAW was born 24 August 1918 in Chicago, Illinois. The Captain grew up in Chicago and then attended Beloit College, Beloit, Wisconsin, where he received his B. S. He received his commission from USNR Midshipman School, Northwestern University in January 1942.

Captain Law had 18 months convoy duty, North Atlantic 1942 - 1943, participated in Pacific landings at Kwajalein, Guam, Pelelieu, Leyte, Linguan Gulf, Iwo Jima and others. Captain Law received the commendation medal with the combat star at this time.

Captain Law received the following medals and decorations :

- (1) American Theatre.
- (2) European-African-Middle Eastern Theatre.
- (3) Asiatic-Pacific Theatre (6 stars).
- (4) American Defense.
- (5) World War II Victory.
- (6) Philippine Liberation (2 stars).
- (7) Korean Theatre (2 stars).
- (8) United Nations Ribbon.
- (9) Korean Presidential Unit Citation.
- (10) National Defense.

In 1950 Captain Law married the former Lydia Cornelia Kooistra of Conrad, Montana. Mrs. Law was a LCDR in the Nurse Corps at the time. The Law's have three children, John Jr. age 13, Dan age 10, and Elizabeth age 5.

Captain Law in addition to his education at Beloit, received schooling in General Line School 1946. The Armed Forces Staff College 1955, and the Naval War College 1958-59. The Captain comes to the BELKNAP from a very successful career in destroyers having previously commanded the USS PARLE (DE - 708) and the USS BARRY (DD - 933). He was relieved at the Chief of Naval Operation Office in April to assume command of the Belknap.

VII

Ships Employment Schedule

USS BELKNAP (DLG - 26)

8 Sept.	Balance crew forms at F.T.C. Newport.
14 Sept.	Formal Training begins
29/30 Sept.	Builders trials. This is the first time that the ship will move under her own power.
13/15 Oct.	P.A.T. (Preliminary Acceptance Trials). The builders will demonstrate the ability of the ship to perform according to specifications.
30 Oct.	Formal Training At F.T.C. ends.
3 Nov.	Ship completes building at Bath.
3 Nov.	Ship delivered to the Navy at Boston Naval Shipyard.
7 Nov.	Commissioning of ship.
7 Nov. - 18 Jan. 65	Fitting out - Boston Naval Shipyard.
18/25 Jan. 65	Ready for Sea.
25 Jan. - 8 Feb. 65	I.S.E. (Independant ship Exercises).
8 Feb. - 15 Mar. 65	MSQT (8 - 11 Feb. for ASROC SQT) Missile qualification trials
15/17 Mar. 65	ENROUTE GTMO
17 Mar. - 8 Apr. 65	RefTra (Refresher Training)
8/11 April 65	ENROUTE NORVA
11 Apr. - 15 May 65	FR - 69 (OPCON 2nd FLT)
15/18 May 65	ENROUTE GTMO
18 May - 12 Jun. 65	REFTRA (Refresher Training)
12/15 Jun. 65	ENROUTE NORVA
15 Jun. - 3 Aug. 65	POM, PSA at NSY NORVA

VIII

PRE-COMMISSIONING DETAIL ORGANIZATION

1. GENERAL. The purpose of the pre-commissioning detail is to collect the crew of the USS BELKNAP (DLG-26) and mold them into an effective unit as well as to assist and inspect the final phase of ship's construction at the building yard. To accomplish this, the crew is split into two parts. The nucleus crew reports to the building yard at Bath Iron Works, Bath, Maine, and the balance crew reports to the Fleet Training Center, Newport, R.I. The pre-commissioning period for the balance crew, consisting of about 13 officers and approximately 300 enlisted men, will attend courses designed to improve their proficiency in their rates and to promote team work and coordination that will be required to fight the ship and protect her under emergency situations. The pre-commission schedule is shown in section VII.

2. SHIPBOARD ORGANIZATION. The shipboard organization of the USS BELKNAP, when commissioned, will be a modernized version of the standard destroyer organization. Emphasis is placed on functional responsibility. The ship's company will consist of 27 officers and 373 enlisted men.

3. A. NUCLEUS CREW. The nucleus crew consists of certain key officers and enlisted men whose experience and shipboard positions cause them to be located at the building yard rather than at the training area. They, along with the Supervisor of Shipbuilding, oversee the work being done by Bath Iron Works Corporation, a civilian yard, in construction of the BELKNAP. In addition much of this time is spent writing the necessary departmental organizational manuals and guides. The basic tasks of the Nucleus Crew are:

- (a) to learn the details of operation and maintaining all of the ship's equipment.
- (b) to serve as on-the-job instructors to the Balance Crew when they report.
- (c) to assist in assembling the pre-commissioning outfit.
- (d) to witness tests of machinery and equipment and assist in identification of deficiencies.

3. B. OFFICER ASSIGNMENT. The following officers are assigned to the nucleus crew.

Commanding Officer	CAPT. J.T. Law
Engineering Officer	LT. D.W. Blount
Supply Officer	LT. T.A. Biddison
Weapons Officer	LT. M.E. Chang
Hull Officer	LT. L.M. Lewedag
Missile Systems Officer	LT. J.A. Hort
NTDS Officer	LT. G.R. Colkitt
ASW Officer	LT. R.J. Schulz
Missile Assistant	LTJG. H.P. Willimon
Fire Control Assistant	LTJG. C.C. McClement

VIII

Supply Assistant	LTJG. D.H. Gray
Disbursing Officer	ENS. D.L. Cutter
Sonar Officer	ENS. J.R. Cameron
Ordnance Officer	ENS. G.G. Heimbach
Electronic Material Officer	ENS. L.A. Rich

4. A. BALANCE CREW ORGANIZATION. The balance crew will assemble at the Fleet Training Center, Newport, R.I. The balance crew will be organized into shipboard divisions and departments under the prospective Executive Officer. In addition the Balance Crew will be further organized into five sections to facilitate the administration of training while at Fleet Training Center, Newport, R.I. The Senior Officer or Petty Officer in his absence, in each department and/or division will be acting head of department/division Officer. The balance crew of the USS BELKNAP will be under the military command of the Commanding Officer, Fleet Training Center.

4. B. OFFICER ASSIGNMENT. The following officers are assigned to the balance crew at the Fleet Training Center, Newport, R.I.

Executive Officer	LCDR. W.R. Shafer
Operations Officer	LCDR. C.F. Hager
Nav/Admin Officer	LT. W.L. Stow
CIC Officer	LT. D.L. Miller
Communications Officer	LTJG A.J. Frank
Assistant CIC Officer	LTJG A.W. Thompson
First Lieutenant	LTJG N.V. Edmonson
Gunnery Assistant	LTJG J.R. Juerling
Electrical Officer	ENS. W.H. Faddis
Ass't Comm Officer	ENS. J.H. Walkenford
Watch Officer	ENS. J.R. Buff
Watch Officer	ENS. R.F. Torla

5. PERSONNEL ASSIGNMENT. As personnel report aboard the BELKNAP detail they will be interviewed, and, in the case of rated men and designated strikers, assigned to their permanent divisions. Undesignated seamen and seamen apprentice will be initially assigned to the 1st or 2nd divisions, undesignated firemen and firemen apprentice to the AE, M or R DIVISIONS.

6. DUTY SECTION. During the Pre-Commissioning training period, the balance crew will be divided into five duty sections. Each duty section will have a section leader and a master-at-arms. The duty section will be relieved at 0730 daily.

7. WATCH ORGANIZATION. The watch organization shall include :

- 1 DUTY OFFICER (1630-0800 daily), (0730-0730 Sat., Sun., and Holidays.)
- 1 SECTION LEADER (24 hours daily).
- 1 BARRACKS MAA (1630-0800 daily), (0730-0730 Sat., Sun., and Holidays).
- 3 Barracks Security Watches, one for each deck.

VIII

(2 hour watch, 1630-0600 daily)

(4 hour watch, 0800-0800 Sat, Sun, and Holidays)

The watch bill shall be prepared by the section leader and approved by the Military Officer.

IX

BALANCE CREW TRAINING PROGRAM

1. GENERAL. The fundamental objective of the balance crew is to effectively train its officers and men to assume the operating responsibility of a new ship. To meet this objective the balance crew is assembled at Fleet Training Center where formal courses of instruction and team training mock-ups are readily available. In addition to formal training presented by FTC, quotas will be obtained for selected personnel to attend Class A and Class B schools at other training centers. A school of the Ship Program presented by the officers and petty officers of the Belknap will augment the formal training to complete the Balance Crew Training Program.
2. CHECK-IN PERIOD. Personnel checking in will initially report to the FTC Personnel Office BLDG. 1200. If it is during normal working hours they will be sent to the Pre-Com Office to complete their check-in. Outside of normal working hours they will check in with the FTC Duty Officer and turn their records into him. The FTC Duty Officer will forward these records to the Pre-Comm Admin office the following morning. All personnel can expect to attend one of the basic courses for all hands on the first Monday after reporting aboard.
3. ORIENTATION AND INDOCTRINATION. Shortly after reporting on board, personnel will be indoctrinated on orders and regulations of the Naval Station and will receive a Welcome Aboard Lecture.
4. ALL HANDS TRAINING. In so far as practical, all hands will be scheduled for a week of fire fighting, Course 442; and a week of basic damage control, Course 401. All petty officers will be scheduled for a week of petty officer leadership training, Course 010.
5. SCHOOL OF THE SHIP. Approximately 25 per cent of the schooling received while at the Fleet Training Center will be presented by USS BELKNAP personnel. School of the Ship courses will be scheduled in the same manner as FTC courses. The instructor will prepare the lesson plan and obtain all necessary training aids. Officers, Division Assistants and Petty Officers shall be alert to recognize the need for additional courses in the School of the Ship Program.
6. SCHEDULING. A training program will be outlined for each man during his formal interview. Quotas for courses comprising these programs will be coordinated by the Training Coordinator and requested from the Fleet Training Center. When quotas are received, the man will be scheduled for the course, muster lists for each course will be compiled, posted on the barracks bulletin board and delivered to the designated course section leader. Students for School of the Ship courses, compartment cleaners, mess cooks and weekly working details will be scheduled in like manner by the Training Coordinator. Each person is required to check the bulletin board to determine what periods of schooling he has been assigned to during the week.

7. PHYSICAL FITNESS. During the formal training period, each man will be required to take a quarterly physical fitness test. Those failing the test will be scheduled for physical fitness training during off-duty hours. Swimming and survival training will be scheduled at one of the base swimming pools as part of school of the ship training.

8. NIGHT SCHOOL. A night school of 24 one-hour periods will be established for all non-rated, non-designated personnel aimed particularly at men right out of boot camp. Planned course content is:

- (a) Basic Seamanship
- (b) Indoctrination, general Navy topics
- (c) Lookout or Engineering Indoctrination
- (d) Basic Damage Control
- (e) Ship's Organization

X

CODE OF CONDUCT

I

I AM AN AMERICAN FIGHTING MAN, I SERVE IN THE FORCES WHICH GUARD MY COUNTRY AND OUR WAY OF LIFE. I AM PREPARED TO GIVE MY LIFE IN THEIR DEFENSE.

II

I WILL NEVER SURRENDER OF MY OWN FREE WILL. IF IN COMMAND I WILL NEVER SURRENDER MY MEN WHILE THEY STILL HAVE THE MEANS TO RESIST.

III

IF I AM CAPTURED I WILL CONTINUE TO RESIST BY ALL MEANS AVAILABLE. I WILL MAKE EVERY EFFORT TO ESCAPE AND AID OTHERS TO ESCAPE. I WILL ACCEPT NEITHER PAROLE NOR SPECIAL FAVORS FROM THE ENEMY.

IV

IF I BECOME A PRISONER OF WAR, I WILL KEEP FAITH WITH MY FELLOW PRISONERS. I WILL GIVE NO INFORMATION OR TAKE PART IN ANY ACTION WHICH MIGHT BE HARMFUL TO MY COMRADES. IF I AM SENIOR, I WILL TAKE COMMAND. IF NOT I WILL OBEY THE LAWFUL ORDERS OF THOSE APPOINTED OVER ME AND WILL BACK THEM UP IN EVERY WAY.

V

WHEN QUESTIONED, SHOULD I BECOME A PRISONER OF WAR, I AM BOUND TO GIVE ONLY NAME, RANK, SERVICE NUMBER, AND DATE OF BIRTH. I WILL EVADE ANSWERING FURTHER QUESTIONS TO THE UTMOST OF MY ABILITY. I WILL MAKE NO ORAL OR WRITTEN STATEMENTS DISLOYAL TO MY COUNTRY AND ITS ALLIES OR HARMFUL TO THEIR CAUSE.

VI

I WILL NEVER FORGET THAT I AM AN AMERICAN FIGHTING MAN, RESPONSIBLE FOR MY ACTIONS, AND DEDICATED TO THE PRINCIPLES WHICH MAKE MY COUNTRY FREE. I WILL TRUST IN MY GOD AND IN THE UNITED STATES OF AMERICA.

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GENERAL ORDERS FOR SENTRIES

1. TO TAKE charge of this post and all government property in view.
2. TO WALK my post in a military manner, keep always on the alert and observing everything that takes place within sight or hearing.
3. TO REPORT all violations of orders I am instructed to enforce.
4. TO REPEAT all calls from posts more distant from the guardhouse than my own.
5. TO QUIT my post only when properly relieved.
6. TO RECEIVE, obey and pass on to the sentinel who relieves me all orders from the Commanding Officer, Officer of the Day, and Officers and non-commissioned officers of the guard only.
7. TO TALK to no one except in the line of duty.
8. TO GIVE THE ALARM IN CASE OF FIRE OR DISORDER.
9. TO CALL the corporal of the guard in any case not covered by instructions.
10. TO SALUTE all officers, and all colors and standards not cased.
11. TO BE especially watchful at night and, during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

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BARRACKS REGULATIONS

1. GENERAL

a. MASTER-AT-ARMS. A permanently assigned Master-at-Arms is in charge of each barracks. He is responsible for the **security**, cleanliness and upkeep of the building and equipment, the safety of personnel and the enforcement of the regulations contained in this instruction. He will supervise the assigned cleaning detail, make bunk and locker assignments, and carry out any other orders issued by the Chief Master-at-Arms, Maintenance Officer, or higher authority. All enlisted persons entering the barracks are required to obey the lawful orders of the Master-at-Arms.

b. Duty Barracks Master-at-Arms. The Duty Barracks Master-at-Arms is in charge of his barracks and duty section during his duty hours. He is responsible, during his duty hours, for the security and cleanliness of buildings and equipment, the safety of personnel, and the enforcement of the regulations contained in this instruction. He will stand his watch in accordance with current instructions. All enlisted persons entering the barracks are required to obey the lawful orders of the Duty Barracks Master-at-Arms.

c. Barracks Fire and Security Watch. A Fire and Security Watch will be posted in each barracks from 1630 to 0600 on weekdays and from 0800 to 0800 on Saturdays, Sundays and Holidays. He will stand his watch in accordance with current instructions.

d. Regulation. These regulations apply to all Fleet Training Center Enlisted Barracks.

1) Bunks Bunks will be made up in accordance with current instructions. No one will occupy any bunk other than the one properly assigned to him. All persons will remove their outer clothing before turning in their bunks.

2) Lockers. Lockers will be kept neatly stowed at all times. All personal gear must be stowed in your locker. Personal gear adrift will be considered as unwanted and will be placed in the Chief Master-at-Arms Lucky Bag for disposal. No one will use any locker other than the one properly assigned to him. Division Officers will inspect lockers periodically. Each individual will clean and shine the outside of his assigned locker.

3) Cleanliness. Cleanliness of the barracks is a continuing job for all hands.

a) Enlisted Barracks. Personnel living in enlisted barracks will keep their own spaces clean and shipshape. Public rooms, passageways, ladders and outside areas will be cleaned daily and will be swept.

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down and trash cans emptied by the duty section at 2000 each evening and 0800, 1300 and 2000 on Saturdays, Sundays and Holidays. Personnel living in barracks are required to assist the duty section in these scheduled sweep-downs if ordered to do so by the Duty Master-at-Arms.

b) Staff Barracks. Private and semi-private rooms will be cleaned solely by the occupants. Trash cans will be emptied by the cleaning detail if placed outside the rooms. Public rooms, passageways, ladders and outside areas will be cleaned daily by the assigned Cleaning Detail.

4) Inspections. All Fleet Training Center Enlisted Barracks are subject to inspection at any time. Formal inspections will normally be held on Friday afternoon by the Maintenance Officer. Zone Inspection will be held once a month.

a) No one may enter the barracks during field day without permission of the Master-at-Arms.

b) All hands will stand clear of the barracks during Captain's Inspection.

c) All storerooms, offices, gear lockers, Staff Rooms, etc., will be unlocked and open for Captain's Inspection.

d) Master-at-Arms will stand by their barracks, present the barracks for inspection and accompany the inspecting party through the barracks.

5) Civilian Clothing. Civilian clothing will not be stowed or worn in the barracks except by personnel authorized to wear civilian clothing on the Naval Station.

6) Food and Beverages. Food and beverages of any type are not allowed in the dormitories. Food and/or beverages must be consumed in the lounge or immediate vicinity of the vending machines. Possession or use of alcoholic beverages in the barracks is prohibited.

7) Smoking. Smoking is prohibited in all berthing areas of all barracks.

8) Gambling. Any form of gambling is prohibited in the barracks.

9) Noise. Noise of a disturbing nature is not allowed at any time. Between taps and reveille, quiet will be maintained throughout the barracks. Radios, TV sets and record players will be secured.

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10) Late Sleepers.

a) Late sleepers or sleeping during working hours will be permitted only when authorized by the individual's Division Officer in writing.

b) Sleeping-in will not be permitted during Captains Inspection or during field day preceding Captain's Inspection.

11) Lounges.

a) Barracks lounges will be open from 1630 to 2315 on weekdays and from 0800 to 0100 on weekends and holidays.

b) Complete uniform of the day will be worn in the lounge at all times.

c) All hands will co-operate in keeping the lounge area clean and shipshape.

12) Offices and Storerooms. Unauthorized personnel will keep out of barracks office and storerooms.

13) Lights.

a) Light switches (except individual bunk lights) will be operated only by the Master-at-Arms, Duty Master-at Arms or security watch.

b) Exit lights will be on at all times.

c) Inside night lights and outside lights will be on from sunset to sunrise.

d) Dormitory lights, laundry room lights and store-room lights will be turned off from taps until reveille.

e) Staff room lights will be operated at the discretion of the occupants.

14) Regulation of heat. Thermostat and radiator valves will be operated only by the Master-at-Arms or Duty Master-at-Arms.

a) All persons will enter and leave through the main entrance of the barracks.

b) Emergency exits will be used only during an actual emergency or by permission of the Master-at-Arms.

c) Entrances, exits and passageways will be kept clear and unobstructed at all times.

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ANYONE WISHING TO INSTALL A COFFEE MAKER OR OTHER ELECTRICAL APPLIANCES WILL DO SO IN ACCORDANCE WITH OPNAV INST. 11320.15, CHAPTER 11

- a. A permit authorizing the installation and use of electrical coffee makers, hot plates and vending machines must be obtained from the fire department and the Public Works Department.
- b. All appliances shall be inspected periodically by a responsible representative of the Public Works Officer and the Fire Chief.
- c. All soldering irons, hot plates, coffee makers and other non-fixed electrical heating devices shall be disconnected from outlets when not in use. Adequate clearance shall be maintained between all such electrical devices and combustible material.
- d. Installation of hot plates or coffee makers shall have clearance from combustible materials as follows: Four (4) inches at front, sides, rear, and base, and eight (8) inches at the top. For additional protection, the installation shall be made of Number 14 U.S. gage sheet metal, and the heating unit shall have an Underwriter Laboratories approved electric cord to wall outlet. For details, see NAVDOCKS IP-Pu-4.
- e. Hot plates, coffee makers and like equipment are prohibited in private rooms of BOQs and similar quarters.
- f. Except in private homes, fixed and nonportable outlets for electrical heating devices such as flat irons, soldering irons, and glue pots shall be provided with a readily visible pilot light to indicate when the current is on.

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PERSONNEL REGULATIONS

1. KEEP YOURSELF INFORMED. No one is in a better position to keep you informed than yourself. If you get into the habit of keeping your eyes and ears open - remember, this is a HABIT - you will not become a member of the well-known 2 per cent who do not get the word. Good habits require much more effort to develop than bad ones. It is much easier to ignore the Plan of the Day or day-dream at morning quarters than it is to read the POD every day and listen to announcements during quarters. But what happens to the person who does not keep himself informed? In civilian life, for instance, if you break a law which you did not know existed, you will not be able to use your ignorance as an excuse. You will be just as guilty as the person who knowingly breaks the same law. The same situation exists in military life. Ignorance is not an excuse. What can you do to develop the habit of keeping yourself informed? Start with these basic steps:

- a. Read and re-read this manual;
- b. Every day, without fail, read the Plan of the Day;
- c. At quarters, listen and observe announcements;
- d. If you have questions, if you hear rumors, ask for clarification from your division Petty Officer or your Division Officer; and
- e. Check your barracks bulletin board twice a day.

You, as a well informed sailor, are of much greater value to the U.S. Navy and to yourself. Keeping yourself informed, remember, is just a matter of habit.

2. MILITARY SMARTNESS. Of prime importance in a military organization is military smartness and courtesy. All personnel attached to the USS BELKNAP shall observe proper military courtesy at all times and act and dress with propriety and smartness in accordance with regulations. All hands shall refrain from smoking while walking on streets. It is unmilitary-like to chew gum in uniform.

3. COURTESY. All USS BELKNAP personnel when meeting any officer shall salute and say, "Good morning (afternoon or evening as appropriate), Sir." The security watch or duty MAA shall present the barracks to every officer who enters.

4. UNIFORMS. The uniform of the day will be as follows during periods indicated :

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<u>PERIOD</u>	<u>OFFICERS & CPO's</u>	<u>OTHER ENLISTED</u>
31 Aug. - 27 Sept.	Service Dress Khaki	Service Dress Whites
28 September	Service Dress Blue "B"	Service Dress Blue "B"

NOTE: After 14 September the appropriate blue uniform is prescribed for official ceremonies and social functions where uniform is worn.

The uniform of the day shall be worn on liberty. The working uniform shall be worn to all classes and in offices, unless otherwise prescribed. Dungarees shall be worn while attending Fire Fighting School and by those persons actually engaged in work the nature of which would soil their regular uniforms. The wearing of the uniform should be a matter of personal pride to all naval personnel. Each member of the Naval Service is a representative of the United States Government. His dress and conduct should reflect credit upon himself, the Naval Service and his country. The standards of smart appearance and military bearing do not permit the wearing of improper, worn-out or tarnished uniforms or equipment. Uniform shoulder markings from units other than the USS BELKNAP shall be removed upon reporting to this detail and USS BELKNAP shoulder markings sewn on all dress blues and undress white jumpers. Prior to departing on liberty, all hands will be inspected by the USS BELKNAP PRWCOM Detail Duty Officer or the barracks duty MAA. Persons with uniform discrepancies will be required to correct discrepancies prior to departure on liberty.

5. LOCKERS. Lockers shall be neatly stowed at all times. Stowage shall be in accordance with pictures placed on each dormitory bulletin board and the diagram in this manual. It is each individual's responsibility to ensure that his belongings are properly stowed at all times. In addition, personnel shall ensure that their lockers are properly locked when not actually in use.

6. INSPECTIONS.

a. The Commanding Officer, Fleet Training Center will conduct two personnel inspections of the pre-commissioning crew during the training period. The first inspection will be at mid-point in the training period. The uniform will be service dress. The second will be as close to the end of the training period as the schedule will permit. The uniform will be full dress.

b. The Commanding Officer, Fleet Training Center will make one formal inspection of living spaces, usually during the early part of the training period. Other inspections of living spaces will be made informally, some of them surprise inspections, by the Commanding Officer or his representative.

c. The Prospective Executive Officer will make a formal inspection of personnel and living spaces each Friday at 1700.

d. The balance crew officer with the days duty will make an inspection of living spaces at 1000 daily and will inspect personnel at morning quarters.

e. Shortly after commencement of formal training a sea bag inspection will be conducted. Further sea bag inspections will be conducted for those men who do not have a complete, properly stencilled bag.

f. Standards for inspection: The highest standards of personal appearance are required for personnel inspections. Hair will be cut neatly and closely to present an evenly graduated appearance and will not exceed three inches in length. Sideburns will not extend downward lower than the level of the mid-point of the eyes. Uniforms will be clean, sharply pressed and be properly stencilled and marked. Loose threads will be trimmed off and BELKNAP shoulder patches shall be sewn on the right shoulder of jumpers. Shoes will be spit-shined.

g. Routine for Presenting Divisions: Division Officers will present their divisions to the inspecting officer smartly and in accordance with proper procedures. In addition to an oral explanation, Division Officers will present the following information in writing on regular muster report chits to the inspecting officer:

- (1) Number of men assigned
- (2) Number of men present
- (3) Number of absentees and reasons for absence.

7. UNIFORM CLOTHING. Every individual will have a complete sea bag as required by current U.S. Navy Uniform regulations. All uniforms will be properly stencilled and display proper insignia (stencils may be obtained from the PRPCOM ADMIN Office). The proper way to lay out clothing on a bunk for bag inspection is posted on each dorm bulletin board and shown in the diagram in this manual. Personnel maintaining residence outside the Naval Base will bring their sea bag including raincoat and peacoat, to the barracks for bag inspection.

8. CIVILIAN CLOTHING. Civilian clothing will NOT be worn or stowed by enlisted personnel on the Naval Base.

9. BUNKS. Bunks will be made up daily ready for inspection. Bunk covers will be stretched taut without wrinkles and using standard hospital corners. Pillows will have the open end folded under and placed with the open end facing the roadway side of the barracks. Blankets will be folded across the corner to form a triangle.

10. HITCH-HIKING. Hitch-hiking is forbidden. This includes any practice which might be considered hitch-hiking, such as using words, gestures, or merely standing on the traveled part of a highway to beg, invite or solicit a ride. The reasons are simple. First hitch-hiking causes traffic accidents. Secondly, it degrades the Naval Service, giving the public the impression members of the Naval Service are of the same caliber as the civilian hitch-hiker who, more often than not, has a criminal record.

Present pay rates and allowances plus the availability of furlough rates on buses and trains eliminate the need for soliciting rides. If you do not have enough money to pay your way, DO NOT GO. If you have made arrangements to be picked up by a friend, make sure you meet on a side road so that your waiting will not be considered hitch-hiking. Never walk, stand, or wait on an expressway or heavily traveled highway.

11. ARMED FORCES IDENTIFICATION CARD. The Armed Forces Identification Card is the means to identify you as a member of the Naval Service. The card is the property of the United States Government and must be kept in your personal custody and given the utmost safeguarding at all times. It will be surrendered only for identification or investigation to proper military authority. It will not be lost - it is not yours to lose.

12. ARMED FORCES LIBERTY PASS. The Armed Forces Liberty pass is issued to personnel in pay grades E - 1 through E - 4 to cover absence while in a liberty status. Personnel above the E - 4 pay grade will use the Armed Forces Identification Card in Lieu of Liberty Passes. The duty MAA will issue Liberty Passes only to personnel in liberty sections. Prior to issuing Liberty Passes, the duty MAA will ensure personnel have been inspected and any discrepancies found have been corrected as described in paragraph 3 of this chapter. Upon returning from liberty, personnel will surrender Liberty Passes to the MAA. Liberty Passes will not be issued to personnel in a leave status.

13. ARMED FORCES IDENTIFICATION CARD AND LIBERTY PASS RESTRICTIONS. No person in the Armed Forces shall:

a. Lend or give their Armed Forces Identification Card, Liberty Pass or any other authorized pass for temporary identification, to any other person, except when surrendered for identification or turned in at the end of liberty (in the case of Liberty Passes).

b. Possess or use an Armed Forces Identification Card, Liberty Pass or any other authorized pass used for temporary identification which has not been duly issued to him or is otherwise unauthorized.

c. Possess or use an Armed Forces Identification Card, Liberty Pass or any other authorized pass used for temporary identification of another person.

d. Falsely make, forge, counterfeit, alter or tamper with an Identification Card, Liberty Pass, or any other authorized pass used for temporary or permanent identification of another person.

e. Possess or use an Identification Card, Liberty Pass or other authorized pass used for temporary identification which has been forged, counterfeited, altered, tampered with or which has expired.

f. Have in their possession more than one Armed Forces Identification Card or Liberty Pass.

g. Possess their Liberty Pass when not in an authorized liberty status.

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14. LEAVE. The primary purpose of the pre-commissioning training period is to provide personnel with as much training as possible to improve their proficiency and military value to the BELKNAP. Accordingly, leave will not be granted during pre-commissioning training except in unusual or emergency cases. In emergency cases, the command must receive verification of the emergency by the American Red Cross before leave will be granted. The Red Cross must be contacted at the place of the emergency by the next of kin of the service member.

15. LIBERTY. Upon reporting, personnel will be assigned to one of five duty sections. Unless assigned to a section that has the duty, personnel will be in a liberty status during liberty hours, 1630 until 0700 the following day. On week ends, liberty will be granted from 1630 Friday until 0700 Monday, unless in a duty section. Liberty expires for the week end duty section at 0700 on Saturday. Unless otherwise authorized by competent authority, all persons on liberty shall remain in the "general vicinity" of the command.

16. GENERAL VICINITY. "General vicinity" is defined as the area which includes any point where travel time will not exceed:

a. Two hours by public conveyance (except air). This is considered to be a seventy-five (75) mile radius. This will be applicable for liberty less than twenty-four (24) hours duration.

b. Five hours by public conveyance (except air). This is considered to be a two hundred (200) mile radius. This will be applicable for liberty for twenty-four (24) hours or more. Enlisted personnel shall obtain permission in writing from their Department Head prior to departure from the "general vicinity" while on regular liberty. The Standard Special Request Form, in duplicate, filled out in ink, may be used for this purpose. Normally, authority for departure outside of the "general vicinity" will not be granted by Department Heads except in cases of emergency or to deserving personnel who have previously indicated a responsible attitude and have maintained a clear record. A copy of the authority to leave the "general vicinity" of the command shall be retained and filed by the Department Head.

17. HOSPITALIZATION INSTRUCTIONS WHILE ON LEAVE OR LIBERTY. In the event of serious illness or injury while on leave or liberty, report to the nearest Armed Forces or Federal medical facility for treatment or nearest military activity for transportation if required and circumstances permit. In the event that Armed Forces or other Federal medical facilities are not available, and circumstances preclude reporting to the nearest military activity, necessary civilian medical care may be obtained. CAUTION: Use of civilian medical facilities while in a leave or liberty status must be reported promptly to the Fleet Training Center. Failure to report such services received may result in disapproval of any claim submitted at a later date and you may be held responsible for the payment of all charges incurred.

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18. UNIT IDENTIFICATION MARKS. As soon as possible all hands will be given five Unit Identification Marks (shoulder patches). Upon receipt of these shoulder patches, each man is personally responsible for having them machine-sewn with black thread on his uniforms. The patches will be sewn on the right sleeve of each jumper with the top three-eighths of an inch below the shoulder seam. UNIFORMITY IS IMPORTANT!

19. HAIRCUTS AND SIDEBURNS. All hands will keep their hair neatly trimmed. Sides and backs will be closely cut presenting an evenly graduated appearance. Hair will not be more than 3 inches in length on top. Sideburns will be closely trimmed and will be cut horizontally level with midpoint of the eyes.

20. MINORS DRINKING. The General Laws of Rhode Island, Section 3, Chapter 165 prohibit minors from purchasing, consuming, or procuring alcoholic beverages on premises licensed for the retail sale of alcoholic beverages.

21. DEPENDENTS MEDICAL CARE. The U.S. Naval Hospital, Newport, Rhode Island is available for medical treatment of dependents residing in the Newport area. Persons with dependents residing outside of the Newport area may under certain circumstances utilize civilian medical care. Additional information regarding MEDICARE may be obtained from the USS BELKNAP PRECOM Detail ADMIN Office.

22. MAIL ADDRESS.

a. Mail address and phone numbers for personnel of the USS BELKNAP PRECOM Detail are as follows:

<u>MAIL ADDRESS</u>	<u>PHONES</u>
(Name, Rate, Service No. & Branch of Service)	
USS BELKNAP (DLG - 26)	841-2278 - Executive Officer
Pre-Commissioning Detail	841-4407 - ADMIN Office
Barracks 346	841-3183 - Barracks 346
Fleet Training Center	Area Code 401
U.S. Naval Base	
Newport, Rhode Island	

b. Incoming Mail. Incoming mail is picked up by designated mail orderlies at the Fleet Training Center, Building 1200 and delivered to the Barracks MAA for distribution to addressees.

c. Outgoing Mail. Outgoing mail shall be deposited in the Mail Boxes provided in the barracks. The mail orderlies will pick up outgoing mail in the morning and deliver it to the Fleet Training Center, Building 1200 for dispatching.

23. SMOKING. Smoking is permitted in the barracks only in designated areas. Personnel shall ensure that inflammable residue is deposited in containers provided for that purpose and not in trash receptacles. Duty Officers will conduct fire drills whenever inflammable articles are found in trash receptacles.

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24. DANGEROUS WEAPONS. USS BELKNAP personnel on leave or in a liberty status are prohibited from carrying upon their person any gun, a sheath knife, dirk, bowie knife, straight razor, slingshot or weapons of like nature or purpose, concealed, except the commonly accepted pocket knife with blade length not exceeding three inches(3"). In specific instances, by special permission of competent authority, a sheath knife may be carried not concealed, by an individual going to or from or while engaged in lawful recreation, where such a sheath knife is needed. Violation of the above will subject USS BELKNAP personnel to disciplinary action in addition to the penalties imposed under civil law for the same offense. If you're looking for trouble, it's sure to find you!
25. SPECIAL REQUEST CHITS. Requests for special, early or standby liberty, or any other special request, will be submitted on Special Request Chits in duplicate. Chits will be routed via the chain of command for recommendations. Final approval on most requests will be granted by department heads. In unusual cases requests may be given to the Executive Officer for his decision. Requests are to be submitted by 1000 of the day prior to the effective date of the request. All requests will be carefully screened by division officers and department heads. Generally requests will be granted only for deserving personnel in accordance with regulations given in this manual. Specific attention will be given to limit approval for only a reasonable number of requests from one individual.
26. ENLISTED CORRESPONDENCE COURSES. Enlisted correspondence Courses can be ordered through the Admin Office. Certain courses are required for advancement in rating while others will provide valuable information in connection with courses taken at the Fleet Training Center. All hands are strongly urged to enroll in at least two correspondence courses during pre-commissioning training. Further information is available from division officers.
27. UNAUTHORIZED ABSENTEEISM. It is your responsibility to be at your place of duty on time. Failure to do so makes you an unauthorized absentee, an offense for which there is no excuse. The way to avoid being late for any length of time is simple. First, make sure you have enough money for transportation BOTH going away AND returning. The best way to do this is to buy a round-trip ticket before you leave the vicinity of the command (furlough fares are available to Naval personnel on trains and buses ONLY when a round-trip ticket is purchased). The second important point is to give yourself enough time to return to the command. If you travel by private automobile, make sure you leave in enough time so that if your automobile breaks down you can catch a bus or train and still be back on time. The third important step is to provide yourself with information on all public transportation schedules so you know when buses, trains or planes are leaving, and from where. Fourth, ALWAYS have a "back-up system" in case you plans are changed unexpectedly. This means that if a bus is filled, you know the right train to take instead; if your car breaks down or you miss a ride, you know which bus, train or plane to take. Remember these four important points-MONEY, TIME, INFORMATION, and " BACK-UP". If you find yourself with the prospect of being late because of any reason, notify USS BELKNAP DUTY OFFICER immediately. Give him your reason for delay and the estimated time you expect to return.

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If your delay is the result of difficulties beyond your control, such as a bus broken down or plane grounded because of weather, get a statement in writing from the transportation company describing the situation.

28. MONEY LENDING. The operation of a money lending business in any form by an individual, whether civilian or military, or by a group of either, is prohibited. The only exceptions are banks, credit unions or other specified projects authorized by the Commanding Officer of an activity.

29. DRIVE SAFELY. Do not become a highway accident statistic. Know and practice driving regulations and good practices. A life is snuffed out every 14 minutes on American highways and someone is seriously injured every 23 seconds. Will it be "the other guy" or will it be you?

30. BULLETIN BOARDS. Bulletin Boards are contained in the barracks. It is your responsibility to read all the information posted on them. The Plan of the Day, weekly Summary, school assignments, and other information will be kept current by the barracks MAA. No one is to remove or deface information posted nor post anything other than authorized information on bulletin boards.

31. DRIVER TRAINING. During pre-commissioning training, personnel will be required to obtain a Navy Drivers License. Permits will be issued after successful completion of a written examination and driving test. If anyone fails either the written or practical test, special instruction will be assigned after working hours until the test is passed.

32. INTERVIEWS. Upon reporting to the USS BELKNAP PRECOM Detail, personnel will be interviewed to ascertain their prior duty station, experiences, qualifications and requirements for advancement in rating, among other things. It is of the utmost urgency that these interviews be conducted shortly after personnel report aboard.

33. BRIEFING OF NEW PERSONNEL. All new personnel will be required to complete the following schedule during the first week aboard:

- a. Thoroughly read the Pre-commissioning Indoctrination Manual.
- b. Thoroughly read pertinent Instructions, notices, and Memorandums; Barracks Regulations; Naval Base, Newport Regulations.
- c. Attend the Prospective Executive Officer's briefing.
- d. Attend the Ship briefing (briefing will be scheduled).
- e. Complete a Hometown News Form, and Interview Form. Entries on the individual's Pre-com Interview Form will be made as completed.

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34. PROFANITY. Profanity is degrading and shows weakness of character. No one at this command will use profane, obscene, or vulgar words or gestures. There are more than 500,000 words in the English language so be discrete in your choice of vocabulary. Remember, if it's not worth saying in proper language, it's not worth saying.

35. THEFT. Theft is associated with the lowest form of social behavior. It is contemptible to all of us, yet seems to be present whenever large groups congregate. The best way to cure a thief is to REMOVE ALL TEMPTATION. In order to prevent any unfortunate incidents of this nature from occurring, and to avoid necessary disciplinary action resulting, all hands shall KEEP ALL VALUABLES WITH THEM OR LOCKED IN THEIR LOCKERS AT ALL TIMES. Locks should be changed at least every six months. It is better to inconvenience yourself by locking your valuables in your locker when you are going to be away for JUST ONE MINUTE than to take the chance that they will not be there when you return. Keep your lockers locked at ALL TIMES. Don't learn the hard way.

36. LOCKERS. All personal gear will be stored in the assigned locker as shown in the following diagram.

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BAG INSPECTION REQUIREMENTS

1. GENERAL. All USS BELKNAP personnel will possess a complete set of properly stencilled uniforms as shown in a following table. This list constitutes a minimum requirement. Additional items of uniform may be possessed at the option of the individual. Personnel satisfactorily passing the first bag inspection will be excused from future bag inspections of FTC.

2. INSPECTION. Bag inspection will be scheduled in the Plan of the Day. The bag will be laid out on the bunk in accordance with a following diagram with the owner standing by. As the inspecting officer approaches the owner shall sound off the report " ready for inspection, Sir".

3. MARKING. Improperly stencilled, "D C", torn or patched items will not be allowed in the minimum requirements.

4. MINIMUM BAG REQUIREMENTS :

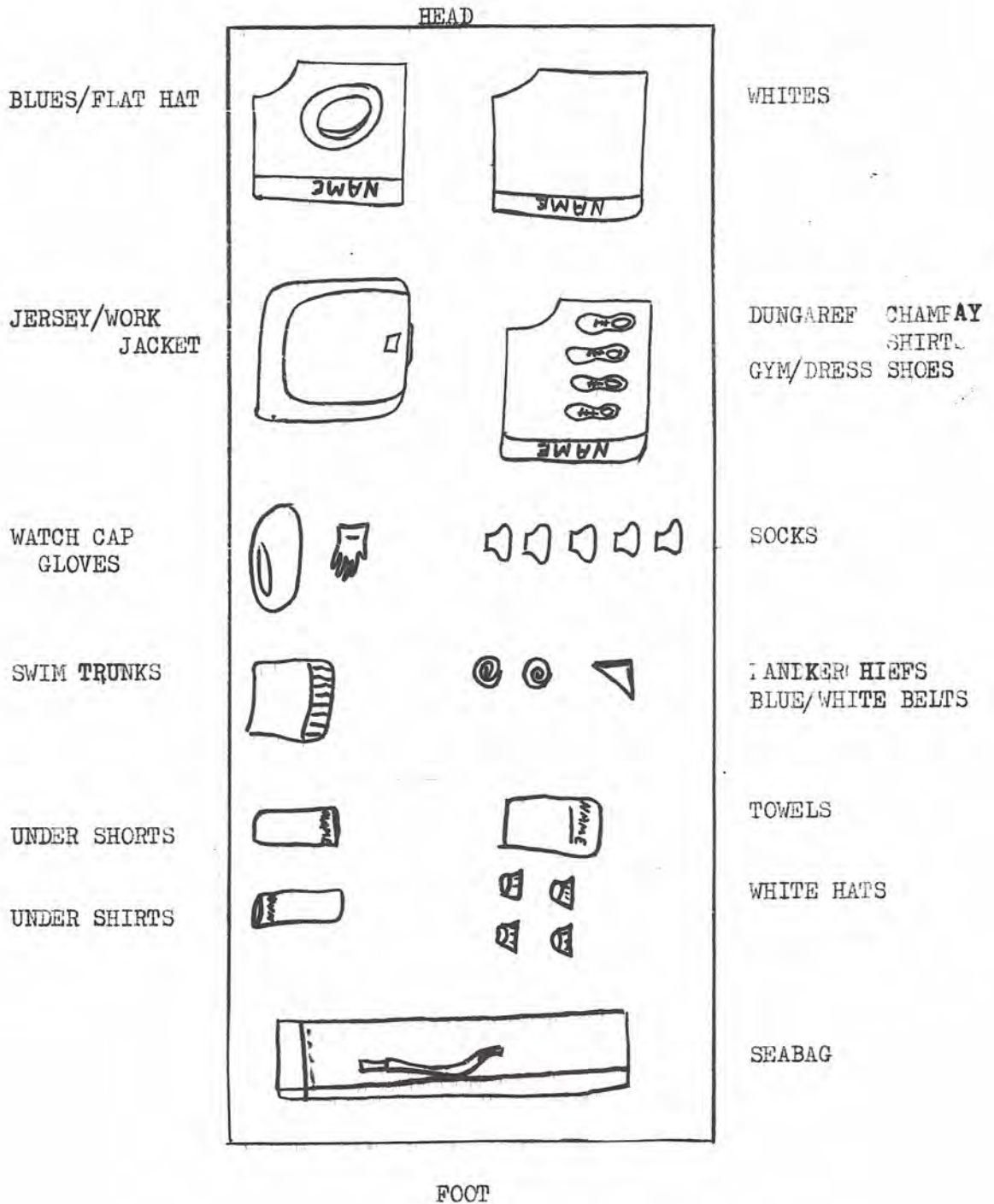
<u>Required articles</u>	<u>Quantities Required</u>	<u>Proper location of markings</u>
Belt, black	1	Inside - bitter end
Belt, white	1	Inside - bitter end
Cap, blue service	1	Inside sweatband, initials only
Cap, working blue	1	Inside sweatband, initials only
Cap, watch	1	On label, inside 1/2" from bottom
Drawers	6 pr.	On outside right half of waistband
Gloves, black	1 pr.	Initials only, inside near top
Hats, white	4	On outside of brim when brim is turned down, close enough to crown so that markings will not show when brim is turned up.
Jacket, blue working	1	On inside of hem at the right of centerline on back.
<u>JUMPERS</u>		
Blue dress	1	On inside of hem at the right of the centerline of the back
Blue undress	2	
White undress	3	
Neckerchief	1	Diagonally Across Center
Insignia	As required	As per Uniform Regs
Peacoat	1	Inside on lining right side of tail slit, 3" from and parallel to Bottom.
Raincoat, blue	1	Inside on lining, 3" below collar seam.
Seabag	1	Along the carrying strap on outer side and on opposite side from carrying strap, around the bag about one foot from top.

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4. MINIMUM BAG REQUIREMENTS: (Cont'd)

Required Articles	Quantities Required	Proper location of markings
Shirt, blue chambray	3	On the shirt tail; last name only on left front 1" above pocket.
<u>SHOES</u>		
Black, dress	2 pr.	Initials only inside near top
Gymnasium	1 pr.	
Socks, black	8 pr.	Initials only on foot.
Sweater, blue	1	On label inside
<u>TOWELS</u>		
Large	4	Right corners on hem, parallel to the end
<u>TROUSERS</u>		
Blue	3 pr.	On label on pocket at the right inside waistband
<u>TROUSERS</u>		
Dungaree	3 pr.	On the waistband on the inside in front at the right of the centerline; last name only, above right hip pocket. (White marking)
<u>TROUSERS</u>		
White	4 pr.	On the inside of waistband in front, to the right of the centerline.
Trunks, swim	1 pr.	Inside on hem on right of back.
Undershirts	6 pr.	On the outside of front, 1" from the bottom of the shirt and at right of the center.
Shirt, white tropical	2	On shirt tail

5. Bag Inspection Layout:



NAVAL BASE REGULATIONS

1. LEAVE AND LIBERTY :

a. Leave will be granted in accordance with current directives. Normally, leave will not be granted for balance crews except in cases of emergency.

b. Annual leave and emergency leave are both chargeable as leave.

c. Liberty shall not be used to extend leave periods.

d. Unless otherwise authorized by competent authority, all persons on liberty shall remain in the " general vicinity " of the command. General vicinity is defined for U.S. Naval Station, Newport, Rhode Island, as the area which includes any point from which return travel time to Naval Station will not exceed (5) hours by public conveyance (except air). Normally this should not exceed a radius of approximately 200 miles. The above travel time includes conformance with existing speed laws over the route traveled. See map Figure XV -4 for pictures of 200 mile limit.

e. Enlisted personnel will obtain permission in writing from the PXO prior to the departure from the General Vicinity while on regular liberty. The standard request form, in duplicate, may be used for this purpose.

f. Each person, third class petty officer and below attached to the USS BELKNAP pre-commissioning detail at Newport is required to have a properly executed liberty pass (Form DD(N)-345). Pay grades E-9, E-8, E-7, E-6, E-5 are not required to have liberty cards but instead will utilize the Armed Forces Identification Card (DD Form 2N). That form will bear in the block provided for "Grade" one of the following entries: "POCM", "POCS", "POC", "PO1", "PO2", "PO3", or "NON-PETTY OFFICER".

g. It is forbidden for any person to:

(1) Have in his possession more than one liberty card;

(2) Have in his possession the liberty card of another person;

(3) Willfully allow any other person to have or use his liberty card;

(4) Falsely make, forge, counterfeit, alter, tamper with, deface or destroy a liberty pass, to use or have in his possession any such card or one that is otherwise void.

(5) Possess his liberty card when not in an authorized liberty status.

h. Loss of a liberty card shall be reported to the issuing officer immediately. (USS BELKNAP personnel report loss to Division Officer or USS BELKNAP Duty Officer).

2. MESSING FACILITIES: Chief Petty Officers will mess in Building 1803. All other enlisted personnel will mess in Building 355. Mess passes must be presented when entering. (Personnel drawing commuted rations must pay for each meal).

Hour of operation:

Monday - Saturday		<u>BLDG. 1803</u>	<u>BLDG. 355</u>
	Breakfast	0600-0730	0600-0730
	Dinner	1100-1230	1100-1230
	Supper	1700-1800	1630-1800
Sunday - Holidays	Breakfast	(brunch) 0730-1200	
	Dinner		
	Supper	1700-1800	1700-1800

3. REGULATIONS CONCERNING CAMERAS :

a. Taking pictures is governed by provisions of the Navy Security Manual for Classified Information. Any person who has reason to believe that photographic security regulations have been violated shall immediately notify the Commanding Officer of the activity concerned.

b. Military personnel on active duty are authorized to bring aboard use and remove from the base privately owned still and moving picture cameras subject to the following restrictions: They shall take no photographs which can in any manner adversely affect the interest of national defense; nor shall they photograph ships or aircraft in such a manner as to show operations, details of armament, ordnance, radar and sound equipment or such facilities or equipment classified by Commanding Officers or Officers-In-Charge of activities.

c. The activity Commanding Officer or his representative is authorized to remove film from privately owned cameras whenever a person is suspected of violating security regulations and to develop and censor film as deemed necessary.

d. Confiscated film, after development, shall be censored and the owner notified that the developed film has been retained or forwarded minus the censored parts.

4. REGULATIONS CONCERNING VEHICLES.

a. Vehicles are permitted to enter or leave the base only when one of the following items is displayed:

- (1) Registration from the Newport Naval Base; or
- (2) Registration from any other Navy or Marine Corps Base; or
- (3) Temporary vehicle pass; or
- (4) Visitors pass.

b. In order to obtain a vehicle pass an applicant must have:

(1) Current drivers license;

(2) Current registration of car either in the applicants own name or that of a member of his immediate family. If the registration of the vehicle is not in the name of the applicant or a member of his immediate family, he must have a notarized statement from the owner giving him authorization to drive the car.

(3) Minimum Insurance coverage, which consists of:

- | | | |
|---------------------|---|----------|
| (a) Bodily injury | - | \$5,000 |
| (b) Liability | - | \$10,000 |
| (c) Property Damage | - | \$5,000 |

Must be effective ninety (90) days from date of application.

c. Vehicle passes are issued in building 13 at gate 1 from 0800 to 1630, Monday through Friday. Any applicant who loses his temporary pass must submit a letter request for a new pass to the Commanding Officer of the Naval Station.

d. If requirements are not met for a base pass, off base parking can be used by obtaining a special decal from the pass office at gate 1 which is open Monday through Friday, 0800 to 1630, and Saturday from 0800 to 1200. This decal will not be issued unless the vehicle passes the vehicle safety check.

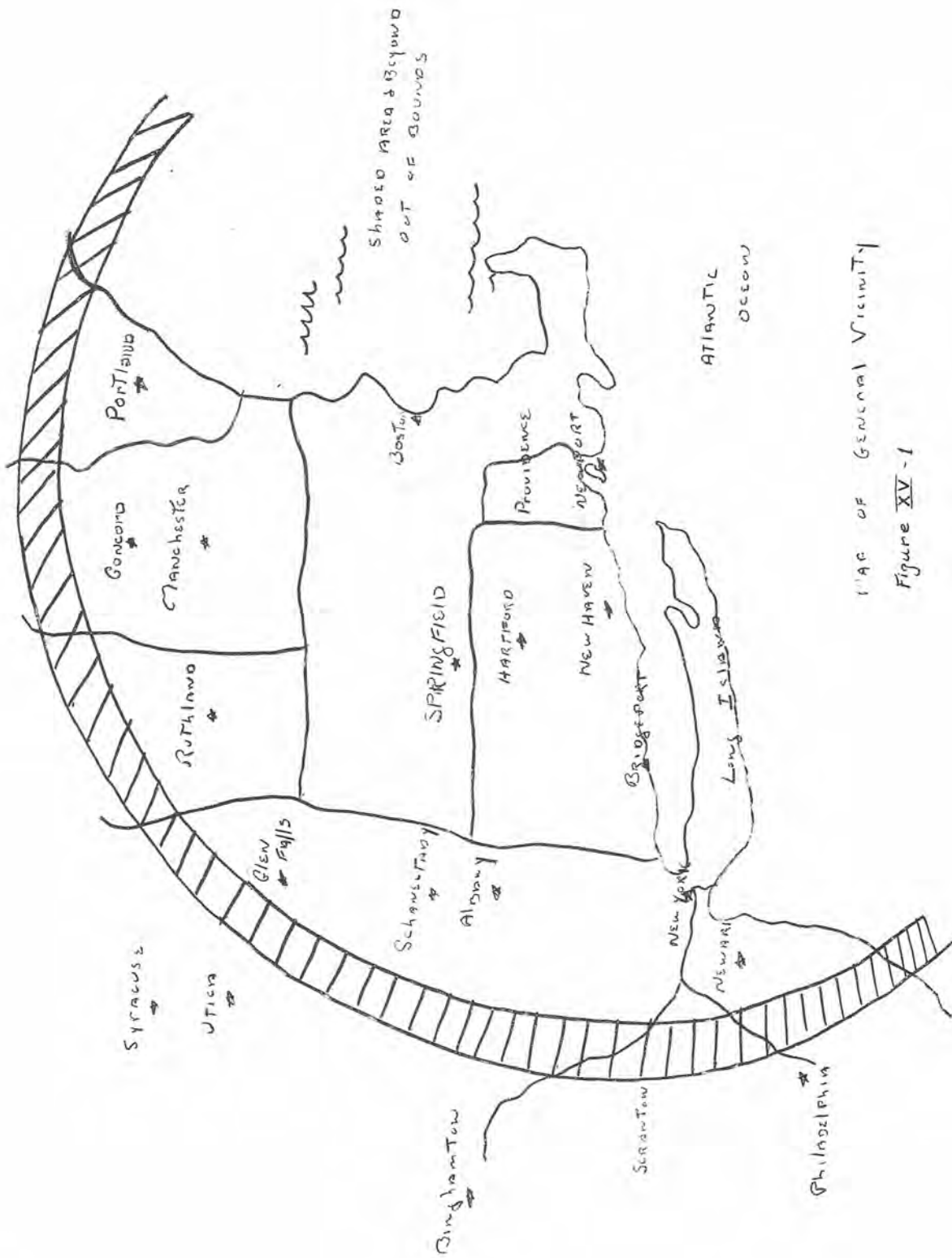
e. All motor vehicle operators on the base will obey all posted speed limits, will park only in authorized spaces, and will obey all other traffic regulations.

f. No person will operate a motor vehicle owned by another person other than a member of his immediate family without:

(1) A valid state driver's license;

(2) Written authorization from the owner; and

(3) Minimum insurance coverage as stated in paragraph 3 (b) (3).



MAP OF GENERAL VICINITY

Figure XV - 1

TRAVEL AND DISBURSING

1. TEMPORARY ADDITIONAL DUTY. All enlisted personnel of the USS BELKNAP crew who have had at least one (1) prior permanent duty station are entitled to a per diem allowance of one dollar (\$1) per day while under temporary duty orders. If you have had duty on board a ship or station other than for recruit training or attendance at a service school, you are considered to have had a prior permanent duty station.

a. This allowance will be paid to all enlisted personnel within three (3) weeks prior to the departure from FTC, Newport, Rhode Island. Earlier payment of per diem will be made only if an emergency arises.

b. The following personnel are not entitled to a per diem allowance:

- (1) Personnel reporting on board directly from recruit training.
- (2) Personnel transferred from recruit training to a service school prior to reporting to the USS BELKNAP - except personnel who have completed (20) weeks or more of school.
- (3) Personnel with broken service who have reenlisted and received immediate orders to the USS BELKNAP.

2. COMMUTED RATIONS. Any enlisted person who maintains a residence in the Newport area is entitled to receive commuted rations at the rate of \$1.03 per day. In addition, any enlisted person who is a second class petty officer or above who does not wish to be subsisted by the government may draw commuted rations at the above rate whether he maintain a residence in the Newport area or not. Any meals provided by the government-operated mess to men drawing commuted rations must be paid for in cash at the time of the meals. Upon commissioning commuted rations will no longer be granted. At Newport, commuted rations may be obtained by submitting a request to the PXO via the normal chain of command.

3. DISLOCATION ALLOWANCE. The Career Incentive Act of 1955 provides for payment of a cash allowance equal to one month's basic allowance for quarters, depending on pay grade and number of dependents. To receive this allowance, you must be eligible for transportation allowance as specified in paragraph 7. Normally, only one dislocation allowance will be authorized in any one fiscal year (1 July-30 June) unless the Secretary of the Navy authorized more than one permanent change of station during that year. Upon filing a claim for reimbursement for dependents travel and/or dislocation allowance, all entries and statements on this claim must be true and correct. Misrepresentations of concealment of material facts in connection with this claim may subject member to trial by court martial.

4. MOVEMENT OF HOUSING GOODS. Subject to the same general conditions that apply to the transportation of dependents, and within certain weight limitations, members of the Armed Force are authorized movement of their household goods at government expense. Under the Joint Travel Regulations, the Navy also takes care of packing and crating, drayage, unpacking and temporary storage.

5. TRAVEL CLAIMS. Travel Claims will be liquidated within fifteen days after reporting on board the USS BELKNAP. Per Diem Allowance and Travel Allowance due, will be paid at Newport. The names of personnel receiving payment will be posted on the barracks bulletin board.

6. ALLOTMENTS OF PAY. Personnel wishing to register or stop an allotment should contact the USS BELKNAP disbursing clerk. Pending arrival of the BELKNAP disbursing clerk, pay records of the balance crew are maintained by the Navy Accounts Disbursing Office (NADO) in Bldg. 85. Special requests approved by the PXO will be required for processing of travel claims, registry or change of allotments, etc., during this period. Such requests will be approved only in case of clear need or other extenuating circumstances.

7. TRAVEL AND MOVEMENT OF DEPENDENTS. Your travel situation will probably be complicated by the fact that you will be on temporary duty under instruction, and are going to a ship that has not yet been commissioned. The following information may be of some assistance:

a. Reimbursement for dependents travel is not available for the following personnel:

(1) E-4's with less than four years service

(2) All E-3's, E-2's and E-1's

(3) When dependency does not exist on the effective date of the orders.

b. Personnel who are not excluded from reimbursement for dependents travel under paragraph 7a above will be entitled to travel pay for travel of dependents from their last permanent duty station to our home port Norfolk, Virginia. Dependents travel allowance can Not be paid until After the BELKNAP has been commissioned and dependents have completed their travel. Reimbursement for Dependents Travel will not exceed the distance between your last permanent duty station and your new home port Norfolk, Virginia.

c. Prior to making a final decision on relocation of dependents, you are advised to discuss your individual situation with the nearest Household Effects Officer and with your Personnel Officer.

7. TRAVEL AND MOVEMENT OF DEPENDENTS.

d. Personnel are advised to be very cautious in transacting deals with used car dealers throughout the Rhode Island area and any area that is a Navy Port. This also applies to watches, rings and other jewelry, etc. Be sure that when you make a deal you are receiving what you pay for. Your Navy Exchange is usually less expensive than anywhere else, and when you think you are purchasing articles at a cheaper price, nine out of ten times you end up with junk and still have to pay for the article. Read the fine print in all contracts. Many car dealers have clauses for larger payments and pickup payments three to four months later. Check the rate of interest and the guarantee period of the car, many dealers give a six months guarantee with a 25% payment and you pay 75% of the bill, with all work to be accomplished in their garage. There are many unscrupulous dealers and merchants in every Navy Port. If you are in doubt check with your local Better Business Bureau, they have complete listings of all dealers and they can tell you whether they are good business people to deal with or not. Live within your means; if you have a beer salary you can't afford a champagne taste.

8. COMMUTED RATIONS.

All personnel E-5 and above have the option of drawing commuted rations or not drawing them as they desire. All personnel E-4 and below residing off the base with their family within an eighty mile radius of the Naval Base may be authorized to draw commuted rations. All personnel who meet the above requirements may be authorized commuted rations by submitting a special request through the chain of command.

Commuted rations will start upon approval of the special request and back pay is not authorized. Remember, commuted rations are a privilege and will only be granted to deserving personnel.

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ATHLETICS, RECREATION AND SERVICES

1. GENERAL. There are many recreational, sports, service and religious facilities afforded to personnel by the Newport Naval Base. Those who want to make their stay here pleasant and their leisure hours worthwhile will avail themselves of every opportunity to use the facilities that have been so generously placed at their disposal. Only a few of the activities are listed in this manual, others may be found by reading the Welcome Aboard pamphlet posted on the bulletin boards in the barracks.

2. SERVICE FACILITIES :

A. Barber Shops. Building 62, Coasters Harbor Island. Telephone 846-7831. Hours: 0800-1600, Monday through Friday, and 0800-1200, Saturday. Building 1500, Coddington Point. Hours 0900-1700, Monday through Friday, 7 barbers available, and 0830-1200, Saturday, 1 barber available. Recommended time is between 1100-1300, Monday through Friday to avoid large groups from OCS.

b. Cobbler Shop. The Cobbler Shop is located in building 60 next to the main Navy Exchange retail store, Coasters Harbor Island. Hours; 0830-1700, Tuesday through Friday, and 0830-1300 on Saturday.

c. Commissary Store. The Commissary Store is located in Building 1902, just inside Gate 4, Coddington Point. The store is open on weekdays except Monday, and on Saturday mornings. Hours are posted in the store. Identification must be shown upon entry, including personnel in uniform. On working days, from 1115-1245, military personnel in uniform and war college personnel in civilian clothing with name tags have check-out priority in lines 1 and 2. Telephones: 846-7650 and 846-7651.

d. Dry Cleaning and Pressing. The Navy Exchange dry Cleaning plant is located in building 1901, next to the commissary store, Coddington Point. Clothing may be left and picked up at the laundry Building 23, Coasters Harbor Island. Clothing may also be left at the Navy Exchange retail stores at Fort Adams, the Naval Hospital and Melville.

e. Food Services. There are numerous snack bars and eating facilities located about the Naval Base. In the Coddington Point area there are snack bars in: Building M - 3, Justice School, telephone: 846-7814; building 301, Supply School; Building 304, Bowling Alley; Building 1500; CPC Club; Field House, Building 80; Pier 2 in the Coddington Cove area; Building 114 (Recreation Center), Telephone: 846-7829; and the Naval Hospital, Telephone 846-7671. Located in other areas of the Naval Base are snack bars at Melville, Telephone: 846-7726, and Prudence Island. Navy Exchange Mobile Canteens serve all boat landings and piers.

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f. Laundry. The Navy Exchange Laundry is located in Building 23, next to the Naval Station Chapel, Coasters Harbor Island. Hours: 0800-1630, Monday through Friday. Telephone: 846-7896. A sub-station, located in Building 1901, Coddington Point. Hours: 0800-1300 on Saturday. Another substation, located at the Naval Hospital, is open from 0830-1700, Monday through Friday.

g. Service Stations. The Navy Exchange operates three service stations: Coasters Harbor Island, north of the Family theatre from 0830-1700 Tuesday through Saturday, Telephone: 846-8531. Coddington Cove, from 0830-1700, Monday through Friday, Telephone: 846-8504. Melville, 0830-1700, Monday through Friday. All stations offer regular and premium grades of gasoline. Other services available include oil changing, tire repairs, greasing, washing and battery charging. The station on Coasters Harbor Island offers a garage for most auto repairs.

h. Tailor Shops. The Coasters Harbor Island Tailor Shop, with lady fitters is located in Building 62 (cafeteria), CHI. Hours: 0830-1700, Monday through Friday, and 0830-1230 on Saturdays. Telephone: 846-7889. The OCS Tailor Shop is located in building 1400, Coddington Point. Hours: 0800-1600, Monday through Friday.

i. Pay checks. Pay will be by check on every other Thursday. The Navy Exchange on Coasters Harbor Island will cash pay checks except on pay days, as long as money lasts. The bank in building 108 on Coasters Harbor Island will also cash pay checks and should be open on all paydays.

3. RECREATIONAL FACILITIES:

a. Bowling Alleys. Bowling Alleys are located in Building 114 (recreation center) Coasters Harbor Island, and Building 304, Coddington Point, Hours: 1100-2300, Monday through Friday, and 1300-2300, Saturday and Sunday. Field House, Building 80, Coddington Point. Hours: 1100-1300 and 1500-2300 Wednesday. Saturday and Sunday hours are 1300-2300. Monday through Thursday the alleys are used by Station and Fleet Bowling Leagues, but check league schedules for cancellations. Telephones: Building 114, 841-4360, Building 304, 841-3757, Building 80, 841-2096.

b. Chief Petty Officers' Club. The CPO Club is located in Building 1928, just outside Gate 4, Coddington Point, for club members and their guests only. Hours: 1600-2400, Monday, Tuesday, Thursday, and Friday; 1200-2400 on Wednesday, Sunday and Holidays; from 1200-0100 Saturday. Snack bar, lounge, bar; dancing on Wednesday and Saturday evening. The package store is open from 1600-1800, Monday through Saturday. Telephone: 846-2575.

c. Enlisted Men's Club. The EM Club is located in Building 114 (recreation center), Coasters Harbor Island. Hours: 1630-2200, Monday through Friday, and 1300-2200 on Saturday and Sunday.

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d. Petty Officers' Club. The first and second class PO Club is located in Building 1929, just outside Gate 2, Coddington Point. Hours: 1630-2400, Monday through Friday, 1115-0100, Saturday, and 1300-2400, on Sunday. Bands for dancing on Wednesday, Friday and Saturday nights. Case beer is sold from 1600-2000, Monday through Friday. Telephone 841-3054.

e. Field House. The Field House is located in building 80, Coddington Point. Hours: Monday, Tuesday, Thursday, Friday, 1630-2200, Wednesday, 1300-2200, Saturday, 0900-1700, and Sunday, 1300-1700. Dependents may use the Field House on Friday, Saturday and Sunday. The following sports and equipment are available: Basketball, badminton, wrestling, boxing, volleyball, weight-lifting, and gymnastics. The following equipment may be checked out from the Field House on a daily basis: Fishing rods, reels and lines, golf clubs, tennis, softball and baseball equipment. Facilities include pool and billard tables, 8 fully automatic bowling alleys, TV lounge and snack bar. Telephones: 841-2160 and 841-2503.

f. Gymnasium. The gymnasium is located in Building 109, Coasters Harbor Island. The following sports and equipment are available: Handball, wrestling, boxing, basketball, volleyball, squash, badminton, weight-lifting and gymnastics. The following equipment may be checked out on a daily basis. Fishing rods, reels and line, golf clubs, tennis, baseball equipment and picnic kits. Telephone: 841-3154. Buildings 302 and 402, Coddington Point, are also gymnasiums but are not fully equipped. There is also a gymnasium in the Field House gym, Bldg. 109, Hours: 1630-2200, Monday through Friday, 0900-1700, on Saturday and 1300-1700 on Sunday. On Friday Saturday and Sunday, dependents may use the gym facilities.

g. Hobby Shop. The Hobby Shop is located in Building 303 Coddington Point. Hours: 1700-2130, Tuesday through Friday, and 0800-1130 and 1300-1730, on Saturdays and holidays. Shop equipment includes woodworking machinery and hand tools, sheet metal break; electric welding, acetylene welding and cutting, radio repairs, and photographic equipment. Telephone: 841-3856.

h. Hobby Shop Garage. The Hobby Shop Garage is located in Building 1915, Coddington Point. Hours: 1700-2130, Monday through Friday, 0800-1130 and 1300-1730 on Saturday, and 1300-1730 on Sunday and holidays. The garage is equipped to make general repairs on privately owned automobiles.

i. Indoor Pistol and Rifle Range. The Indoor Pistol and Rifle Range is located in the basement of Building 52, Coasters Harbor Island, Hours: 1730-2130, Monday through Thursday from 1 October to 30 June. Preference is given to organized teams on Tuesday and Thursday evenings. Ammunition for .22 caliber pistols and rifles is provided to military personnel. Dependents over 12 years of age may utilize the range but must provide their own ammunition.

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j. Library. The library is located in Building 108, opposite the Recreation Center, Coasters Harbor Island. Hours: 0830-2100, Monday through Friday, and 0830-1700 on Saturday, 1300-1700 on Sunday and holidays. Telephone 841-3044. The Library contains approximately 23,000 volumes including reference and academic books, current best sellers, biographies and naval professional publication. Newspapers, magazines and phonograph records and listing equipment are also available.

k. Recreation Center. The Recreation Center is located in Building 114, Coasters Harbor Island and also serves as the Enlisted Men's Club. Hours: 1630-2200, Monday through Friday and 1300-2230 Saturdays, Sundays, and holidays. Telephone: 841-3855. Included in the center's facilities are a TV lounge, table shuffleboard and a reading room. A variety of foods, including hot pizza is served at the snack bar. There are 20 pool tables in the pool room topside, ping pong tables, and a game room which provides all types of games. The Recreation Center is for the use of enlisted personnel and their guests. Recreation equipment issued for use in the pool room and bowling alleys must not be removed from the building. Personnel in dungarees are not permitted to use the recreation center.

l. Theatres. The Family Theatre is located in Building 53, Coasters Harbor Island. Movies are shown at 1800 and 2030, Monday through Friday and 2000 Saturday and Sunday. A matinee is shown at 1400 on Sunday. No smoking is permitted in the theatre. Movie schedule are listed in the NAVALOG, and are also available at the theatre's main entrance. Movies are also shown in Building 65 in Melville. Hours: Tuesday through Friday, 1930, Sunday's movies begin at 1400. Movie listings for this theatre are also carried weekly in the NAVALOG.

4. RELIGIOUS FACILITIES:

a. Chaplain's Office. The Chaplain's Office is located in Building 117 opposite the Navy Exchange Service Station, Coasters Harbor Island. Office Telephones: 841-3417 and 841-3552. The office is open from 0800-1600, Monday through Friday. After office hours call the Naval Station OOD, 841-3134, 841-3836.

b. Religious Services. All Protestant, Catholic and Jewish Divine services are listed each week in the Naval Station Newspaper, NAVALOG. Worship schedules are also available at the Chaplain's Office.