

CHAPTER 6

NAVAL ORGANIZATION

Organization is the element of administration which entails the orderly arrangement of materials and personnel by functions in order to attain the objective of the unit. Organization establishes the working relationship among unit personnel; establishes the flow of work; promotes teamwork; and identifies the responsibility, authority and accountability of individuals within the unit.

—Standard Organization and Regulations of the U.S. Navy,
OPNAVINST 3120.32C

The primary mission of the Navy is to support U.S. national interests. To do that, the Navy must be prepared to conduct prompt and sustained combat operations at sea. Each Navy unit must be prepared to engage in battle and support other units and forces in battle. Meeting the objectives of this mission requires organization. This chapter introduces you to naval organization, including the Department of Defense, the Department of the Navy, a typical unit organization, and the chain of command.

DEPARTMENT OF DEFENSE

Learning Objective: When you finish this chapter, you will be able to—

- Recognize the organization of the Department of Defense (DoD) to include the Department of the Navy (DoN) and the operating forces.

Originally, two executive departments managed the armed forces—the Department of War and the Department of the Navy. In 1947, the United States created the Department of Defense (DoD) as part of its security program by combining these two departments. The DoD consists of various agencies and three military departments—the Army, Navy, and Air Force. The DoD includes the Joint Chiefs of Staff, which consists of a chairman, the military heads of each department, and the Commandant of the Marine Corps. The DoD maintains and employs the armed forces to carry out the following missions:

1. To support and defend the Constitution of the United States against all enemies, foreign and domestic

2. To ensure, by timely and effective military action, the security of the United States, its possessions, and areas vital to its interests
3. To uphold and advance the national policies and interests of the United States
4. To safeguard the internal security of the United States

Figure 6-1 shows how the armed forces fit into the organization of the DoD to carry out these missions. The DoD is headed by the Secretary of Defense (SECDEF). The military departments that come under the DoD are the Department of the Army, the Department of the Air Force, and the Department of the Navy. Each department has a secretary as the head of department. By law, these secretaries (Army, Navy, Air Force, and SECDEF) are civilian appointees of the President. The Secretary of the Navy (SECNAV) heads the department of which you are a part.

DEPARTMENT OF THE NAVY

The mission of the Navy is to maintain, train, and equip combat-ready naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas. The Department of the Navy has two main objectives:

1. The first objective is to organize, train, equip, prepare, and maintain the readiness of Navy and Marine Corps forces to perform military missions. These forces carry out military missions as directed by the President through the Secretary of Defense, to the SECNAV, to the Navy Department.

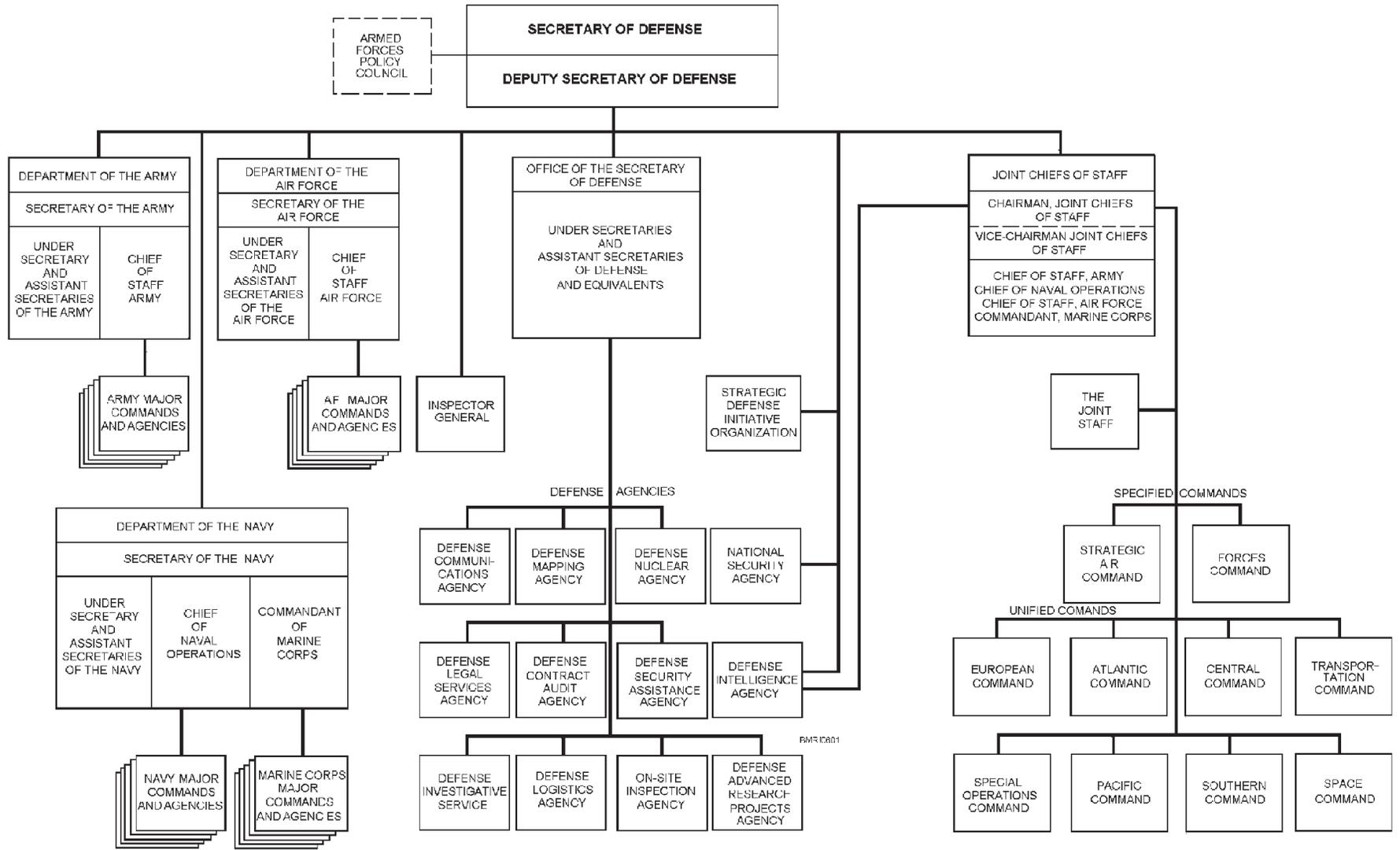


Figure 6-1.—Organizational chart of the Department of Defense.

- The second objective is to support the Navy and Marine Corps forces as well as the forces of other military departments. The Department of the Navy supports these forces as directed by the Secretary of Defense.

Figure 6-2 shows the basic organization of the DoN. The SECNAV is responsible for, and has the authority under Title 10 of the United States Code, to conduct all the affairs of the Department of the Navy. The SECNAV has the following responsibilities:

- Conducts recruiting, organizing, supplying, equipping, training, and mobilizing, and demobilizing
- Oversees the construction, outfitting, and repair of naval ships, equipment and facilities
- Formulates and implements policies and programs that are consistent with the national security policies and objectives established by the President and the Secretary of Defense

The DoN consists of two uniformed Services—the United States Navy and the United States Marine Corps.

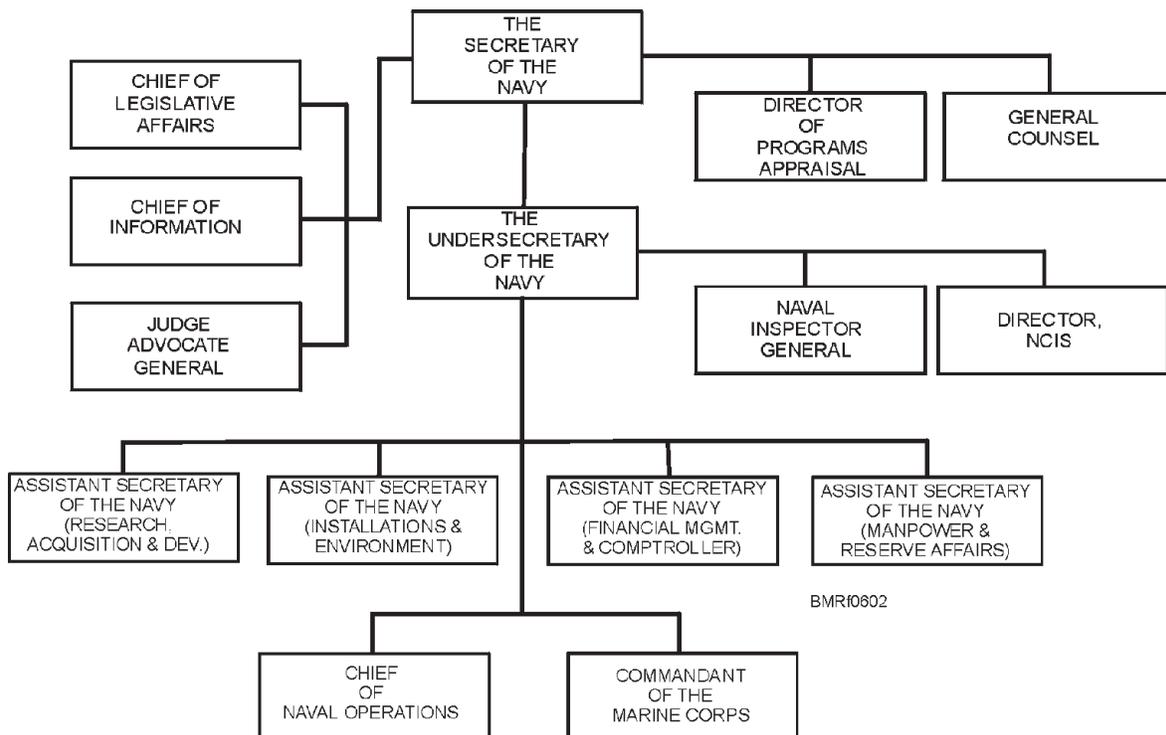


Figure 6-2.—Organizational chart of the Department of the Navy (DoN).

You can find out more about these organizations by using the Internet. The Internet address is www.navy.mil. There, you can connect to a Navy organization’s homepage.

Figure 6-3 shows you an overview of the organization of the DoN. The U.S. Navy was founded on 13 October 1775, and the Department of the Navy was established on 30 April 1798. The Department of the Navy has three principal components—

1. The Navy Department, consisting of executive offices mostly in Washington, D.C.
2. The operating forces, including the Marine Corps
3. The Shore Establishment

In this chapter, you will learn about the operating forces and shore commands. The reserve components are part of DoN. In times of war, the U.S. Coast Guard is also a part of the DoN; during peacetime, the U.S. Coast Guard is a part of the Department of Transportation.

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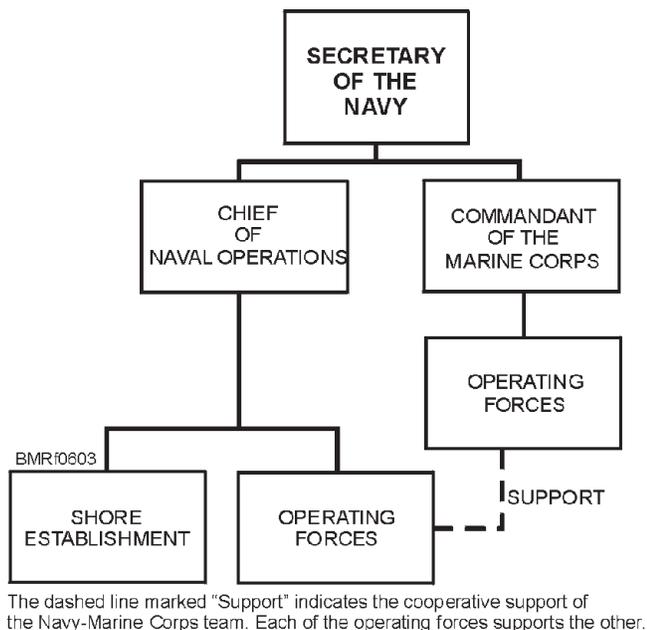


Figure 6-3.—Overview of the DoN.

THE OPERATING FORCES

The operating forces (fig. 6-4) consist primarily of combat and service forces, including several fleets and the Fleet Marine Forces. They include the Coast Guard (when operating as a part of the Navy) and other forces and activities under the command of the Chief of Naval Operations (CNO). You can get more information on the operating forces by going to the web page mentioned above. You'll also learn more about the operating forces when you complete the *Military Requirements for Petty Officer Third Class*, NAVEDTRA 12024.

THE SHORE ESTABLISHMENT

The shore establishment (fig. 6-5) provides support to the operating forces (known as *the fleet*). The support is in the form of facilities for the repair of machinery and electronics; communications centers; training areas and simulators; ship and aircraft repair; intelligence and meteorological support; storage areas for repair parts,

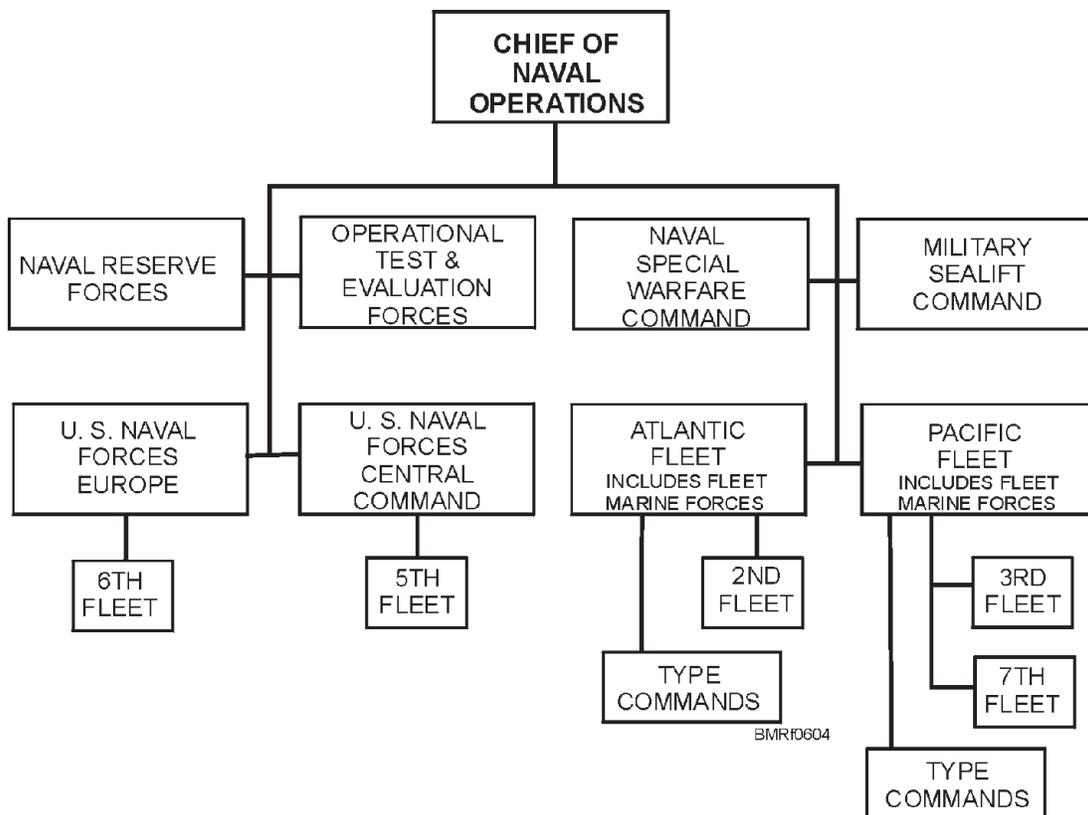


Figure 6-4.—Operating forces.

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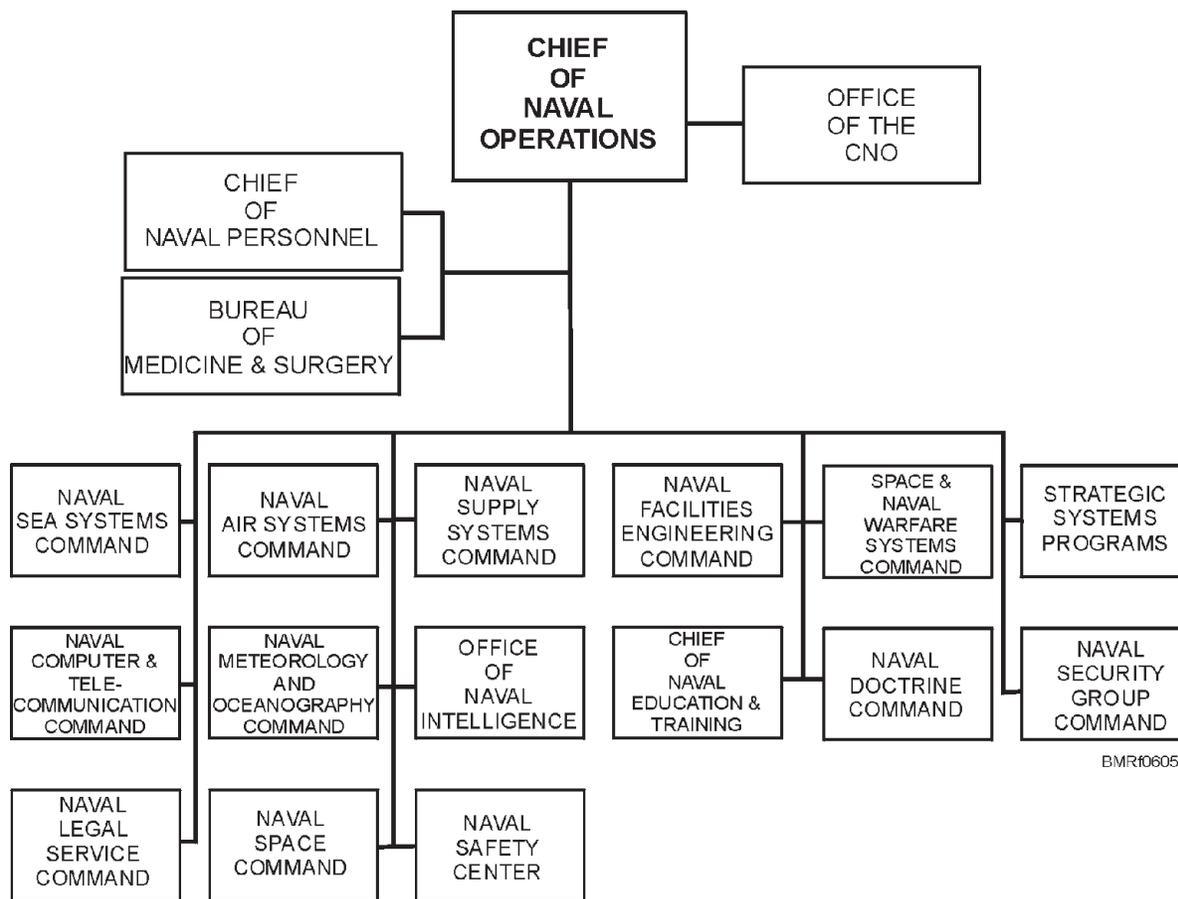


Figure 6-5.—Shore establishment.

fuel, and munitions; medical and dental facilities; and air bases. You can learn more about the commands shown here by going to the Internet web page mentioned above. Also, you'll learn more about the Shore Establishment when you complete the *Military Requirements for Petty Officer Third Class*, NAVEDTRA 12024.

REVIEW 1 QUESTIONS

Q1. List the three military departments of the Department of Defense (DoD).

- a.
- b.
- c.

Q2. Describe the four missions of the DoD.

- a.
- b.
- c.
- d.

Q3. What are the two main objectives of the Navy?

- a.
- b.

Student Notes:

- Q4. List the three basic components of the Department of the Navy.
- a.
 - b.
 - c.
- Q5. The U.S. Coast Guard operates under different departments. List the department the Coast Guard operates under in the two conditions shown below.
- a. Wartime—
 - b. Peacetime—

UNIT ORGANIZATION

Learning Objectives: When you finish this chapter, you will be able to—

- Recognize the purpose and scope of the *Shipboard Organization and Regulations Manual*.
- Recall the application of the *Standard Organization and Regulations of the U.S. Navy* to unit organization to include ships'/commands' organization and regulations manual.

The purpose of a unit's organization is to help accomplish the mission of that unit. Each unit has its own mission in support of the overall mission of the Navy; however, each unit has the same basic organization. The *Standard Organizational and Regulations of the U.S. Navy*, OPNAVINST 3120.32, is used as a guide for unit organization.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Standard Organization and Regulations of the U.S. Navy describes the many aspects of the standard unit organization. Each unit in the Navy has a ship's/command's organization and regulations manual

based on the *Standard Organization and Regulations of the U.S. Navy*. Aboard ship, this manual is usually referred to as the *Shipboard Organization and Regulations Manual*.

SHIP'S/COMMAND'S ORGANIZATION AND REGULATIONS MANUAL

The ship's/command's organization and regulations manual governs the unit's administrative organization (including watches). It governs the coordination of evolutions and emergency procedures and the conduct of personnel in the unit. Its purpose is to provide a ready source of information about the duties, responsibilities, and authority of unit personnel. Ships/commands usually require all newly reporting personnel to read the manual and sign a statement to that effect.

Discussing the organization of every unit in the Navy would be impossible. Therefore, you will learn about a standard shipboard organization and a standard aircraft squadron organization in this chapter.

REVIEW 2 QUESTIONS

- Q1. Aboard ship, you can find the ship's organization and regulations in what publication?
- Q2. List some aspects of a ship's organization that are covered by the *Standard Organization and Regulations Manual*.
- a.
 - b.
 - c.

SHIPBOARD ORGANIZATION

Learning Objectives: When you finish this chapter, you will be able to—

- Recall shipboard organization to include battle organization and administrative organization.

Student Notes:

- Identify the duties and responsibilities of the commanding officer, executive officer, department head, and division officer.

The officers and enlisted personnel make up a ship's wartime organization. They keep the ship in a state of readiness to fight a war. During peacetime operations, the ship's organization can be expanded if a wartime operation becomes necessary. The two elements of the ship's organization are the **battle organization** and the **administrative organization**.

THE BATTLE ORGANIZATION

The battle organization contains a list of the numbers and specialties of the personnel a unit will need to fulfill the wartime missions. The unit's battle organization depends on its armament, equipment, and personnel. As a part of the battle organization, you should know your assignments as posted on the Watch, Quarter, and Station Bill.

THE ADMINISTRATIVE ORGANIZATION

The administrative organization makes sure that the ship can fight or carry out its mission. Training, maintenance, and routine operations are covered by the administrative organization. The commanding officer (CO) is the head of the organization. He/she is assisted by the executive officer (XO) and other officers.

Look at figure 6-6. Each ship is organized into at least five departments—navigation, engineering, operations, supply, and a fifth department. For most ships, the fifth department is the weapons/deck department. Some ships have a separate deck department in addition to a weapons department, and some have a deck department instead of a weapons/deck department. Specially designated ships have a combat systems department instead of a weapons or weapons/deck department. Additional departments may be assigned according to ship type. Some of these departments are air, medical, dental, and repair.

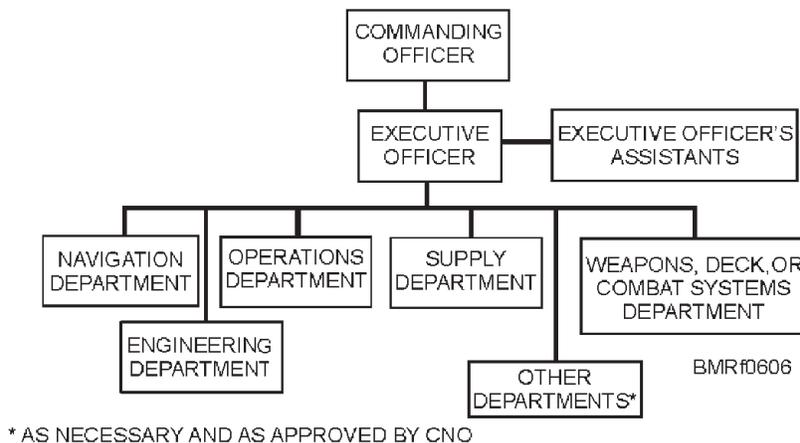
Each department is under a department head. Departments are usually divided into divisions under a division officer. Each division is subdivided into sections, usually under senior petty officers. The following paragraphs describe the responsibilities of the five standard departments.

Navigation Department

The navigation department is responsible for the safe navigation and piloting of the ship. It is responsible for the operation, care, and maintenance of navigation equipment, charts, publications, and records.

Operations Department

The operations department has several divisions to carry out tasks such as collecting and evaluating combat



* AS NECESSARY AND AS APPROVED BY CNO

Figure 6-6.—Typical ship organizational chart.

Student Notes:

and operational information and conducting electronic warfare. Other tasks involve gathering and analyzing intelligence information, repairing electronic equipment, controlling aircraft, and forecasting weather. The operations department is usually in charge of all the radar, sonar, and communications equipment on the ship. The combat information center (CIC) is part of the operations department.

Supply Department

The supply department has many responsibilities. Some of these are—

- Operating the general mess, including preparing and serving food.
- Operating the ship's store, which provides personal articles for the ship's crew.
- Managing the clothing and small stores issue room, where crew members may buy uniform items.
- Maintaining the pay records of the crew (done by the disbursing office).
- Ordering and receiving general stores, supplies, spare parts, and equipment for the ship. In fact, just about everything that comes aboard the ship, other than people, is ordered by the supply department.

Engineering Department

The engineering department, under the engineer officer, is responsible for the operation, care, and maintenance of all propulsion and auxiliary machinery. It is responsible for the control of damage resulting from fire, explosion, collision, and so forth. The engineering department provides power, light, ventilation, heat, refrigeration, compressed air, and freshwater throughout the ship. The engineer officer may have several assistants, such as the main propulsion assistant, the damage control assistant, and the electrical officer.

Weapons/Deck/Combat Systems Department

The fifth department of ship's administrative organization varies. Some of the departments are listed below.

1. Surface combatants (ships) using ordnance (gun batteries, torpedoes, missiles, and so forth) have a **weapons department**, headed by a weapons officer.
2. Surface combatants (ships) with complex combat systems and some classes of submarines have **combat systems departments**, headed by combat systems officers.
3. Ships with offensive capabilities unrelated to ordnance have a **deck department**, headed by the first lieutenant.
4. Aircraft carriers and some other ships have a **weapons** or **combat systems department** in addition to a deck department.

In ships that have a weapons department or combat systems department, the **weapons** or **combat systems officer** is responsible for—

- The operation, care, and maintenance of the ship's armament and the weapons fire-control equipment.
- The care, handling, stowage, accountability, and issue of ammunition and pyrotechnics.
- The maintenance of magazines and the external security of the ship.
- If the ship doesn't have an air department the weapons department is responsible for
 - The launch and recovery of assigned aircraft
- If the ship doesn't have a deck department, the weapons department is responsible for
 - The preservation and cleanliness of the external areas of the ship not assigned to other departments.
 - The operation of the paint, sail, and boatswains' lockers and inspection and maintenance of survival equipment.
 - All decking seamanship operations and the care and use of deck equipment.
- If the ship has a deck department but no weapons or combat systems department

Student Notes:

—The first lieutenant (head of the deck department) is responsible for deck functions.

- If the ship has a combat systems department but no deck department

—The operations department is responsible for deck functions.

COMMANDING OFFICER

The commanding officer (CO) has many and varied duties. The CO has so many duties that one entire chapter in *Navy Regulations*, consisting of nearly 70 articles, applies to commanding officers. In general, the CO is responsible for the safety, well-being, and efficiency of the command.

The commanding officer's responsibilities include the safe navigation of the ship and the condition and appearance of the material and personnel. The CO must also ensure the proper stationing of trained lookouts and the preparation of the ship for battle. The CO may delegate authority in these matters, but such delegation does not relieve the CO of responsibility. The officer of the deck (OOD), for example, has authority to run the ship; but if a collision occurs, the CO is still responsible.

The commanding officer must exert every effort to maintain the command in a state of maximum readiness for war. The commanding officer issues the necessary directions to the executive officer (XO). With the assistance of the various department heads, the XO then prepares and conducts exercises and drills needed to prepare the ship for battle.

During combat, the commanding officer directs the members of the crew in fighting to the best of their ability until action is complete. The CO's battle station is where the CO can best direct the fighting. If the ship should sink, both custom and regulations require the commanding officer to assure the completion of abandon ship procedures. All personnel should be off the ship before the commanding officer leaves.

The CO's power is authoritative and complete. With ultimate responsibility for the ship and everything pertaining to it, the commanding officer must have authority equal to the responsibility. To ensure

efficiency, responsibility, and discipline, the commanding officer must have the power to enforce prompt obedience to orders. According to the *Uniform Code of Military Justice (UCMJ)*, the commanding officer has the power to impose limited punishment. This power is a part of a CO's command responsibility and may not be delegated.

Since the ship has only one CO but many crew members, a senior enlisted member gives advice on enlisted policies and informs the CO about the health, welfare, and general well-being of the crew. The senior enlisted member acts as a liaison between the officer and enlisted community. The senior enlisted member assigned to assist the CO is a master chief, a senior chief, or a chief petty officer (depending on the senior rate within the command). This person receives assignment as the command master chief (CM/C), command senior chief (CS/C), or command chief (CCh). This senior enlisted member transmits ideas and recommendations directly to the commanding officer.

If the CO is absent, disabled, relieved from duty, or detached without relief, another officer must assume the CO's responsibilities. This person is the next senior line officer that is eligible for command at sea, and who is attached to and aboard the ship. In most cases, this person is the executive officer.

EXECUTIVE OFFICER

The executive officer (XO) is the aide or "executive" to the commanding officer. The XO is usually the next ranking line officer aboard ship. As such, the XO is the direct representative of the commanding officer in maintaining the general efficiency of the ship. Some of the XO's responsibilities include the following:

- The command's assigned personnel. With the help of department heads, the XO arranges and coordinates all ship's work, drills, exercises, and policing and inspecting the ship.
- Investigate matters affecting the discipline and conduct of the crew and makes recommendations concerning these matters to the commanding officer.

Student Notes:

- Approve or disapprove liberty lists and leave requests.
- Inspect the ship and receive readiness reports from the various department heads when the ship is cleared for action; then report to the CO when the ship is ready for action.

If the captain is disabled during battle, the XO normally becomes the acting commanding officer. For this reason, the location of the XO's battle station (determined by the captain) is some distance from the captain's. This prevents disablement of both officers at the same time.

After a battle, the executive officer makes a detailed report to the commanding officer.

If the XO cannot fulfill the duties of the commanding officer, normally, the next senior line officer assigned to the ship assumes the duties of the commanding officer.

Depending on the size of the ship, the executive officer may have one or more assistants. Some of these assistants and their responsibilities are as follows:

Personnel officer. The personnel officer assigns personnel to the various departments, berthing arrangements, and to the task of maintaining enlisted service records.

Training officer. The training officer secures school quotas, schedules orientation courses for newly reporting personnel, and helps prepare long- and short-range training schedules.

Educational services officer (ESO). The educational services officer (ESO) receipts for, maintains, and distributes educational courses and training aids.

Drug and alcohol program advisor (DAPA). The drug and alcohol program advisor (DAPA) advises the CO and XO on all matters concerning the Navy's Drug and Alcohol Abuse Program. The DAPA provides onboard education, prevention, screening, command counseling, aftercare, probationary supervision, motivational training, and referral services.

Command master chief (CM/C). While serving as one of the XO's assistants, the CM/C has direct

access to the CO and is the voice of all enlisted personnel.

In addition to these assistants, the executive officer may also have a legal officer, combat cargo officer, safety officer, and others as required. The master-at-arms force also works directly under the executive officer.

DEPARTMENT HEAD

As the representative of the commanding officer, the department head is responsible for and reports to the CO about all matters that affect the department. That includes administrative matters, the operational readiness of the department, and the general condition of equipment.

DIVISION OFFICER

The division is the basic unit of the shipboard organization. The CO assigns division officers to command the divisions of the ship's organization. Division officers are responsible to and, in general, act as assistants to department heads.

The number of divisions in a department varies among ships, with each division having only a few assigned personnel to as many as 200 personnel. The division officer is a major link in your chain of command, particularly in a small ship. At the working level, the division officer carries out command policies and personally sees that division tasks are completed in a timely manner. Some of the division officer's duties include—

- Making frequent inspections of division personnel, spaces, equipment, and supplies
- Maintaining copies of all division orders and bills and displaying them in a conspicuous place
- Training division personnel and preparing them for battle

Student Notes:

REVIEW 3 QUESTIONS

- Q1. List the two elements of a ship's organization.
- a.
 - b.
- Q2. List the information contained in elements of a ship's organization.
- a.
 - b.
- Q3. Briefly describe the responsibility of the five departments listed below.
- a. Navigation—
 - b. Operations—
 - c. Engineering—
 - d. Supply—
 - e. Weapons/Deck/Combat Systems—
- Q4. What regulation has an entire chapter covering commanding officer duties?
- Q5. Aboard ship, what officer is responsible for the safe navigation of the ship, the condition of the ship, and the appearance of material and personnel?
- Q6. A CO must have authority equal to responsibility, including the power to impose limited punishment. Can the CO delegate this particular power?
- Q7. What enlisted person transmits ideas and recommendations directly to the CO?
- Q8. Describe four duties of the XO.
- a.
 - b.
 - c.
 - d.
- Q9. List the XO's assistants.
- a.
 - b.
 - c.
 - d.
 - e.
- Q10. What are the responsibilities of the department head?
- Q11. What is the basic unit of a shipboard organization?

Student Notes:

Q12. List three division officer duties.

- a.
- b.
- c.

AIRCRAFT SQUADRON ORGANIZATION

Learning Objective: When you finish this chapter, you will be able to—

- Recall aircraft squadron organization to include squadron departments and branch officer.

The organization of an aircraft squadron differs in some ways from that of a ship. *Standard Organization and Regulations of the U.S. Navy* specifies the basic organization required of an aircraft squadron. Figure 6-7 shows a standard organizational chart of an aircraft squadron.

Look at figure 6-7 again. As you can see, an aircraft squadron has different departments than a ship. This is one of the differences between the organization of an aircraft squadron and a ship. The departments have different names and responsibilities. However, the responsibilities of the commanding officer, executive

officer, department heads, and division officers are the same in the organization of an aircraft squadron and a ship.

AIRCRAFT SQUADRON DEPARTMENTS

All aircraft squadrons have an administrative department and a safety department. Most squadrons also have an operations department and a maintenance department. Some squadrons have one or more departments in addition to the four already mentioned. Based on its mission, the squadron may have a training, a photographic, or an intelligence department.

Administrative Department

The administrative (ADMIN) department is responsible for all the administrative duties within the squadron. This department takes care of official correspondence, personnel records, and directives. Most of the jobs done by the XO's assistants in a shipboard organization are done by ADMIN in an aircraft squadron. The first lieutenant and command career counselor work as members of the ADMIN department. Other parts of the administrative department include the following:

- Personnel office
- Educational services office

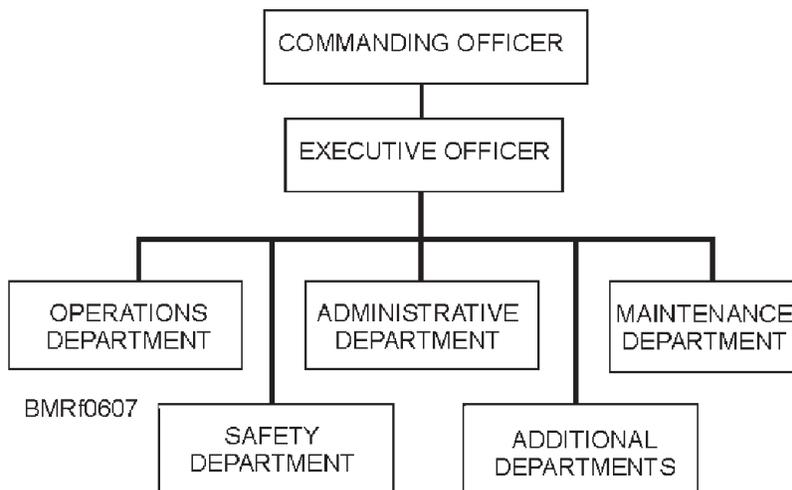


Figure 6-7.—Type aircraft squadron organization chart.

Student Notes:

- Public affairs office
- Legal office

Safety Department

The safety department is responsible for all squadron safety program matters. This department is usually divided into the following:

- Ground safety.
- Aviation safety.
- Naval Air Training and Operating Procedures Standardization (NATOPS) divisions. (The NATOPS division makes sure standardized procedures are followed in the operation of the squadron's aircraft.)

Operations Department

The operations department is responsible for the operational readiness and tactical efficiency of the squadron. The operations department usually consists of the logs and records, schedules, training, communications, and navigation divisions.

Maintenance Department

The maintenance department is responsible for the overall maintenance of the squadron's aircraft. The maintenance department is usually divided into the following divisions:

- Maintenance/material control
- Quality assurance
- Maintenance administration
- Aircraft, avionics/armament, and airframes divisions

BRANCH OFFICER

A division on a ship is divided into watches or sections or both. In an aircraft squadron, the divisions are divided into branches. Each branch is headed by a branch officer. In aircraft squadrons, the branch officer

is the officer with whom you will have the most direct contact.

The branch officer is directly responsible to the division officer. The branch officer has the same responsibilities for the branch that the division officer has for the division.

- Making frequent inspections of branch personnel, spaces, equipment, and supplies.
- Making sure branch tasks are completed in a timely manner.

REVIEW 4 QUESTIONS

- Q1. List the four departments usually found in an aircraft squadron.
- a.
 - b.
 - c.
 - d.
- Q2. The safety department is responsible for the squadron safety program. What are the main divisions in this department?
- a.
 - b.
 - c.
- Q3. What is the responsibility of the operations department?

Student Notes:

Q4. List the four divisions of the maintenance department.

- a.
- b.
- c.
- d.

Q5. The branch officer is responsible to what officer?

CHAIN OF COMMAND

Learning Objectives: When you finish this chapter, you will be able to—

- Identify the purpose of the chain of command to include responsibilities, direction, communications, and solving work-related problems.
- Recognize a typical chain of command.

The chain of command is the relationship of juniors and seniors within an organization. The organizational charts you have seen in this chapter represent chains of command.

An effective chain of command is essential for the Navy to carry out its assigned mission. Good leadership is also essential for the Navy's mission. Good leadership supports an effective chain of command and vice versa; neither works well without the other.

The chain of command serves several purposes in the accomplishment of the Navy's mission. It defines responsibilities and identifies accountability. Properly used, it provides direction and smooth communications and ensures efficiency.

RESPONSIBILITY

Responsibility requires that an individual be accountable for the performance of assigned tasks within an organization. By defining responsibilities, the chain of command lets its personnel know what their responsibilities are and what they are expected to do.

The Navy expects its personnel to set good examples for their shipmates by doing their jobs quickly, correctly, and neatly. The Navy expects its members to instill a sense of pride in others to improve the efficiency of the command.

ACCOUNTABILITY

Every person in a chain of command is accountable to someone for professional performance and personal actions. Accountability is the ability of personnel to report, explain, or justify every action taken. They do this through two types of accountability—job accountability and military accountability.

1. *Job accountability* means you must answer to seniors in the chain of command for the way in which you carry out an assigned task.
2. *Military accountability* means you must answer to senior military personnel for your personal behavior and military appearance.

DIRECTION

The chain of command provides direction in the assignment of duties. All members of the chain of command know their specific duties. Seniors assign these duties, and juniors should carry them out to the best of their ability.

COMMUNICATION

The chain of command provides for smooth, rapid, and effective communication. Each person in the chain of command needs to clearly understand his/her status within that chain. Seniors should pass information down the chain of command about matters that may affect juniors. Juniors should pass information up the chain of command about problems that exist. In this way, communication flows in both directions.

Student Notes:

WORK-RELATED PROBLEMS

Work-related problems are situations that affect a person's job performance. A work-related problem might be a situation in which a person feels mistreated by a senior. It could also be a situation in which a person needs leave or liberty because of an illness in the family.

The chain of command is responsible to each Navy member for solving work-related problems. When a person's immediate senior is unable to resolve a problem, the next senior in the chain of command tries to solve the problem. If the senior at that level of command is unable to resolve the problem, it then goes to the next level in the chain of command. The problem continues to be referred to each level in the chain of command until it is resolved. **You must always use the chain of command when seeking solutions to work-related problems.**

TYPICAL CHAIN OF COMMAND

Figure 6-8 shows a typical shipboard, straight-line chain of command from the nonrated level to the commanding officer. An aircraft squadron's chain of command includes a branch officer.

For watch-standing assignments, the chain of command includes a section leader (not shown). The section leader may be from your division but often is a petty officer from another division. The section leader makes watch assignments for all personnel assigned to the section. Inform the section leader of situations, such as leave or special liberty, that affect your availability for watch assignments.

In most cases, the chain of command shown in figure 6-8 is complete. However, the chain of command does not stop with the commanding officer. **Remember, all people in the military are responsible to their seniors!**

The chain of command extends from nonrated personnel all the way to the President of the United States. Figure 6-8 shows the shipboard chain of command from the nonrated person to the commanding officer. Figure 6-9 shows a typical chain of command

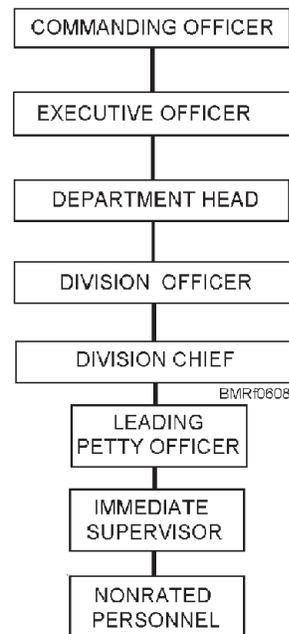


Figure 6-8.—Typical shipboard chain of command.

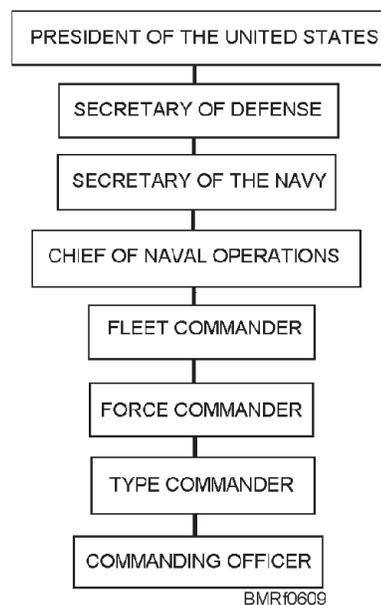


Figure 6-9.—Typical chain of command from the CO of a ship to the President.

from the President to the commanding officer of a ship. To learn your chain of command, ask someone in the administrative (Admin) office to show you the command's organizational chart.

Student Notes:

REVIEW 5 QUESTIONS

- Q1. The chain of command defines the relationship of juniors and seniors in an organization. List the five areas that affect the chain of command.
- a.
 - b.
 - c.
 - d.
 - e.
- Q2. In your organization, you can find out about the chain of command by asking someone in what office?

SUMMARY

Where do I go? What do I do? Who is in charge? With the Navy's organizational structure, all personnel, from the CNO to the newest crew member, know what their job is, where they work, and who their supervisor is. Think about being at sea; its midnight and the general alarm sounds. Are the gun mounts manned by personnel trained to handle them or just by the people that showed up first? What about the repair lockers, the engine rooms, or the bridge?

Without an organization that ensures properly trained personnel manning each billet, our ships could not be in a continual high state of readiness.

What about a problem in the work space? Who do we tell about it? Do we tell the department head or the captain?

Our chain of command works in both directions, up and down. The upper level keeps us informed of the types of operations being conducted and what types of hazards we face. The people in the lower levels must keep the upper levels informed of all difficulties

experienced in the performance of assigned duties. Every level in the chain of command is an integral part of a team. Members at each level must do their part to make sure their command functions effectively.

Flight deck operations are a good example of the effects of proper organization. Ships could never carry out these operations without superior organization. Every person knowing where to report, what job to do, and who to tell when things go wrong—that's organization.

REVIEW 1 ANSWERS

- A1. The three military departments of the Department of Defense (DoD) are the—
- a. **Navy,**
 - b. **Army, and**
 - c. **Air Force.**
- A2. The four missions of the DoD are—
- a. **To support and defend the Constitution of the United States against all enemies, foreign and domestic**
 - b. **To ensure the security of the United States, its possessions, and areas vital to its interests**
 - c. **To uphold and advance the national policies and interests of the United States**
 - d. **To safeguard the internal security of the United States**
- A3. The two main objectives of the Navy are to—
- a. **Organize, train, equip, prepare, and maintain the readiness of the Navy and Marine corps forces to perform military missions**
 - b. **To support the Navy and Marine Corps forces as well as the forces of other military departments**

Student Notes:

A4. The three basic components of the Department of the Navy are—

- a. **Navy Department**
- b. **Operating forces**
- c. **Shore Establishment**

A5. The U.S. Coast Guard operates under the following two departments:

- a. Wartime—**Department of the Navy**
- b. Peacetime—**Department of Transportation**

REVIEW 2 ANSWERS

A1. Aboard ship, the ship's organization and regulations can be found in a publication known as the *Shipboard Organization and Regulations Manual*, which is based on the *Standard Organization and Regulations of the U.S. Navy*.

A2. Some aspects of a ship's organization covered by the *Shipboard Organization and Regulations Manual* include—

- a. **Unit's admin organization, including watches**
- b. **Coordination of evolutions and emergency procedures**
- c. **Conduct of personnel**

REVIEW 3 ANSWERS

A1. The two elements of a ship's organization are the—

- a. **Battle organization**
- b. **Administration organization**

A2. The information contained in the—

- a. Battle organization includes the **numbers and specialties the unit needs to fulfill its wartime missions**
- b. Administration organization **makes sure the ship can fight or carry out its mission;**

training, maintenance, and routine operations are covered

A3. The responsibilities of the departments are—

- a. Navigation—**Safe navigation and piloting of the ship**
- b. Operations—**In charge of all radar, sonar, and communications equipment on the ship. Operations collects and evaluates combat and operational information and conducts electronic warfare**
- c. Engineering—**Operation, care, and maintenance of all propulsion and auxiliary machinery**
- d. Supply—**Operates the general mess and ship's store; manages clothing and small stores issue room; maintains pay records; and orders and receives general stores, supplies, spare parts, and ship's equipment**
- e. Weapons/Deck/Combat Systems—**Responsibilities depend on type of ship.**
 - 1) Weapons department or combat systems department—**Operation, care, and maintenance of ships armament and weapons fire-control equipment**
 - 2) Deck department—**Responsible for deck functions**

A4. The *Navy Regs* has an entire chapter covering commanding officer duties.

A5. Aboard ship, the **commanding officer** is responsible for the safe navigation of the ship, the condition of the ship, and the appearance of material and personnel.

A6. A CO has authority equal to responsibility, including the power to impose limited punishment. **This power can't be delegated.**

A7. The **senior enlisted person** transmits ideas and recommendations directly to the CO.

A8. Duties of the XO include—

- a. **Arranging and coordinating ship/s work, drills, exercises, and policing and inspecting the ship**
- b. **Investigating matters affecting crew discipline and conduct. Making recommendations to CO on these matters**

- c. **Approving/disapproving liberty lists and leave requests**
 - d. **Inspecting the ship and receiving readiness reports from department heads; reporting to the CO when the ship is ready for action**
- A9. Assistants to the XO include—
- a. **Personnel officer**
 - b. **Training officer**
 - c. **Educational services officer (ESO)**
 - d. **Drug and alcohol program advisor (DAPA)**
 - e. **Command master chief (CM/C)**
- A10. The department head is responsible for and reports to the CO on **matters that affect his/her department including administrative matters, operational readiness, and general condition of the equipment.**
- A11. The **division** is the basic unit of a shipboard organization.
- A12. Division officer duties include—
- a. **Inspecting division personnel, spaces, equipment, and supplies**
 - b. **Maintaining copies of division orders and bills and displaying them in conspicuous places**
 - c. **Training division personnel and preparing them for battle**

REVIEW 4 ANSWERS

- A1. The four departments usually found in aircraft squadrons include—
- a. **Administration**
 - b. **Safety**
 - c. **Operations**
 - d. **Maintenance**

- A2. The safety department is usually divided into
- a. **Ground safety**
 - b. **Aviation safety**
 - c. **Naval Air Training and Operating Procedures Standardization (NATOPS)**
- A3. The operations department is responsible for the **operational readiness and tactical efficiency of the squadron.**
- A4. The four divisions of an aircraft maintenance department are the—
- a. **Maintenance/material control**
 - b. **Quality assurance**
 - c. **Maintenance administration**
 - d. **Aircraft, avionics/armament, and airframes divisions**
- A5. The branch officer is responsible to the **division officer.**

REVIEW 5 ANSWERS

- A1. The five areas that affect the chain of command are—
- a. **Responsibility**
 - b. **Accountability**
 - c. **Direction**
 - d. **Communication**
 - e. **Work-related problems**
- A2. In your organization, you can find out about the chain of command by **asking someone in the administration office.**

CHAPTER COMPREHENSIVE TEST

1. Which of the following is NOT a DoD military department?
 1. Army
 2. Coast Guard
 3. Navy
 4. Air Force
2. By law, what person heads the Department of the Navy (DoN)?
 1. Secretary of Defense
 2. Joint Chief of Staff
 3. Secretary of the Navy
3. Title 10 of the U.S. Code states that which of the following actions is/are part of the Navy's mission?
 1. Oversee construction, outfitting, and repair of naval ships, equipment, and facilities
 2. Station troops in forward positions
 3. Commands U.S. forces in CONUS
 4. Commander and chief of all sea commands
4. What are the three principal components of the DoN?
 1. The Navy Department executive offices, the operating forces including the Marine Corps, and the Shore Establishment
 2. The Navy Department executive offices, the operating forces excluding the Marine Corps, and the Shore Establishment
 3. The Navy Department excluding the executive offices, the operating forces excluding the Marine Corps, and the Shore Establishment
 4. The Navy Department excluding the executive offices, the operating forces including the Marine Corps, and the fleet commands
5. The operating forces are under the command of the
 1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. Chief of Naval Personnel
6. What is the purpose of the Shore Establishment?
 1. A last line of defense
 2. To provide support to the operating forces
 3. To provide a supply line
 4. To support the front line
7. Aboard ship, what publication contains information about the ship's organization?
 1. *Standard Organization and Regulations of the U.S. Navy* only
 2. *Shipboard Organization and Regulations Manual* only
 3. *Standard Organization and Regulations of the U.S. Navy and Shipboard Organization and Regulations Manual*
 4. *Uniform Code of Military Justice*
8. A ready source of information about the duties, responsibilities, and authority of personnel assigned to a ship is stated in which of the following documents?
 1. *United States Navy Regulations*
 2. Watch, Quarter, and Station Bill
 3. *Standard Organization and Regulations Manual*
 4. Ship's organization and regulations manual
9. What are the two elements of a ship's organization?
 1. Battle organization and damage control organization
 2. Battle organization and administrative organization
 3. Administrative organization and training organization
 4. Administrative organization and damage control organization
10. Each ship is organized into what minimum number of departments?
 1. Five
 2. Two
 3. Three
 4. Four

11. Which of the following is a responsibility of the operations department?
 1. Piloting the ship
 2. Forecasting weather
 3. Conducting and analyzing intelligence information
 4. Both 2 and 3 above
12. The damage control assistant is a member of what department on a ship?
 1. Deck
 2. Supply
 3. Operations
 4. Engineering
13. If a ship doesn't have a deck department, what department is responsible for inspection and maintenance of survival equipment?
 1. Supply
 2. Weapons
 3. Navigation
 4. Engineering
14. Which of the following officers is ultimately responsible for the safe navigation of the ship?
 1. Navigator
 2. Operations officer
 3. Executive officer
 4. Commanding officer
15. When a ship is abandoned, custom and regulation require which of the following actions by the commanding officer?
 1. To be the first person to leave the ship
 2. To be the last person to leave the ship
 3. To exert every effort to destroy the ship before it sinks
 4. To inform all personnel that they are on their own
16. What is the function of the command master chief?
 1. To take charge of and be responsible for the training of enlisted personnel
 2. To assign enlisted personnel to their duties according to their qualification
 3. To relieve the commanding officer of the responsibility for the welfare and morale of enlisted personnel
 4. To transmit ideas and recommendations directly to the commanding officer
17. Of the following duties, which is NOT one of the executive officer's?
 1. Assignment of personnel
 2. Coordination of ship's drills
 3. Assignment of punishment to offenders
 4. Coordination of policing and inspection of the ship
18. If the executive officer becomes incapacitated, what person normally takes over his/her duties?
 1. The next senior line officer assigned to the ship
 2. An officer appointed by the ship's captain
 3. The next senior staff officer on board
 4. The first lieutenant
19. For what reason do commanding officers and executive officers usually have separate battle stations aboard ship?
 1. To decrease the likelihood of their being disabled at the same time
 2. To maintain a high degree of control over personnel
 3. To provide maximum coordination of operations throughout the ship
 4. To divide the areas of responsibility between the executive officer and the commanding officer
20. The department head is responsible for which of the following functions within a department?
 1. General condition of equipment
 2. Administrative matters
 3. Operational readiness of the department
 4. All of the above
21. The division officer has the responsibility of carrying out which of the following duties?
 1. Making frequent inspections of division spaces, equipment, personnel, and supplies
 2. Maintaining copies of division orders and bills and displaying them conspicuously
 3. Training division personnel and preparing them for battle
 4. Each of the above

22. Most of the jobs that are done by the XO's assistants aboard ship are the responsibility of what department in an aircraft squadron?
 1. Administrative department
 2. Maintenance department
 3. Operations department
 4. Safety department
23. Which of the following is a responsibility of the operations department of an aircraft squadron?
 1. Overall maintenance of the ship's aircraft
 2. Operational readiness and tactical efficiency
 3. Squadron safety program
 4. All of the above
24. Which of the following is the definition of the term *job accountability*?
 1. Taking command under duress
 2. Accepting credit for your job
 3. Answering to seniors in the chain of command for the way you do your job
 4. Answering only for personal mistakes
25. What is meant by *effective communications* in the chain of command?
 1. The ability to speak clearly
 2. The use of proper terminology
 3. The proper use of reports, messages, and other types of correspondence
 4. The action of seniors informing juniors about matters that affect the juniors, and the action of juniors informing seniors of existing problems
26. You need help in solving a work-related problem. Which of the following personnel should contact first?
 1. Your supervisor
 2. Your department head
 3. Your division officer
 4. Your executive officer