

DEPARTMENT OF THE NAVY OFFICE OF THE CHIEF OF NAVAL OPERATIONS 2000 NAVY PENTAGON WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 3120.32C CH-6 N09B17/DNS-32 MAY 2 6 2005

OPNAV INSTRUCTION 3120.32C CHANGE TRANSMITTAL 6

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps addressees not having Navy personnel attached)

Subj: STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Encl: (1) Revised pages 3-74, 4-33, 6-53, and 6-54

1. Purpose. To provide updated guidance on

a. Functions, duties and responsibilities of the Nuclear Weapons Handling Supervisor.

b. Lookout assignment and duties.

c. Embarked unit augmentation to afloat food service operations.

2. <u>Action</u>. Remove pages 3-74, 4-33, 6-53, and 6-54, and replace with enclosure (1) of this change transmittal.

CHURCH III

Vice Admiral, U. S. Navy Director, Navy Staff

OPNAVINST 3120.32C CH-6

MAY 2 6 2005

(12) Carry out periodic destruction of superseded publications following current instructions.

(13) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The NWP Custodian will report to the Executive Officer for performance of assigned duties and will be responsible to the Security Manager for accountability and control of classified NWPs. Personnel assigned as NWP Clerks will be under the supervision of the NWP Custodian and report to him/her.

305.15 NUCLEAR WEAPONS HANDLING SUPERVISOR

a. BASIC FUNCTION. The basic function of the Nuclear Weapons Handling Supervisor will be to observe nuclear weapons handling operations. He/she will be a technically qualified officer or senior petty officer designated for each nuclear weapons battery or assembly/maintenance capability. In organizations where contractor personnel conduct nuclear weapons handling operations, technically qualified contractor personnel, of appropriate experience and seniority, may function as the Nuclear Weapons Handling Supervisor. The Commanding Officer will certify the qualifications of all Nuclear Weapons Handling Supervisors.

b. DUTIES AND RESPONSIBILITIES.

(1) Observe all handling operations involving the physical movement of a nuclear weapon.

(2) Oversee the operation. He/she shall not read check sheets or technical publications except for reference, and shall not engage in the physical actions of the operation.

(3) Stop any nuclear weapons handling operation when the safety or security of the weapon involved could be in jeopardy.

c. ORGANIZATIONAL RELATIONSHIPS. The Nuclear Weapons Handling Supervisor shall report to the Weapons Officer.

305.16 NUCLEAR WEAPONS RADIOLOGICAL CONTROLS OFFICER

a. BASIC FUNCTION. The Nuclear Weapons Radiological Controls Officer is responsible to the Commanding Officer for the implementation and management of the command Nuclear Weapons Radiological Controls Program.

3-74

OPNAVINST 3120.32C CH-6 MAY 2 6 2005

will disseminate emergency information as necessary to such persons as Flight Deck Control, First Lieutenant, and OOD, etc.

432. DECK WATCHES

432.1. BOATSWAIN'S MATE OF THE WATCH. The Boatswain's Mate of the Watch (BMOW) (when assigned) shall stand his/her watch on the bridge. The BMOW should be assigned as required during Condition IV steaming. His/her primary duty shall be to assist the OOD in carrying out the ship's routine and ensuring the efficient functioning of the watch. He/she shall ensure by inspection that all members of the underway watch are posted, alert and are in the prescribed watchstanding uniform. In addition, he/she shall assist the OOD in supervising and instructing members of the watch, except the helmsman if the BMOW is junior to the QMOW, and shall report to the OOD when the watch has been properly relieved. He/she shall normally be under the direct supervision of the JOOW (when assigned) in the performance of assigned duties. This watch normally will be stood by a boatswain's mate from the Weapons/Deck Department who has been designated as qualified and assigned by the Ship's Boatswain, subject to the approval of the Senior Watch Officer.

432.2. LOOKOUTS, SKY AND SURFACE. A proper lookout will be maintained at all times. This lookout watch will man assigned lookout stations and perform duties in accordance with ship's lookout directions. The posting and training of lookouts will conform to the U. S. Coast Guard Navigation Rules of the Road and the Protective Measures Assessment Protocol. When prevailing conditions and circumstances permit, forward lookout responsibilities may be assigned to other qualified bridge watchstanders.

432.3. MESSENGER. The Messenger stands watch on the bridge and delivers messages, answers telephones, and carries out such duties as the OOD and BMOW may direct. The messenger will normally be assigned from the weapons/deck department.

432.4. BRIDGE SOUND-POWERED TELEPHONE TALKERS

a. JV TALKER. The JV Talker mans the JV phones on the bridge. He/she will know all other stations on the circuit and relay orders from the OOD to these stations including paralleling the orders of the engine order telegraph. In addition, he/she shall relay all information from these stations to the OOD. The JV Talker normally will be a Helmsman under instruction assigned from the weapons/deck department.

b. JL/JS TALKER. The JL/JS Talker mans the JL/JS phones on the bridge. He/she will know all other stations on the circuit

OPNAVINST 3120.32C CH-6

MAY 2 6 2005

f. TEMPORARY ASSIGNMENT OF PERSONNEL. The temporary assignment of enlisted personnel to duties listed in this paragraph shall be coordinated and administered by the Personnel Officer per the following procedures and the instructions of the Executive Officer. Requests for the replacement of personnel temporarily assigned to such duties shall be forwarded to the Personnel Officer for action:

(1) MASTER-AT-ARMS FORCE

(a) The Executive Officer shall select a chief petty officer to serve as Chief Master-at-Arms (CMAA). He/she shall be permanently assigned to the executive staff. A petty officer first class may be similarly assigned on a permanent basis as Assistant to the CMAA at the discretion of the Executive Officer.

(b) The CMAA shall forward requests to the Personnel Officer for the replacement of duty master-at-arms (MAA) force personnel at the expiration of their tour of duty or at other times as necessary.

(2) MESS DECKS MASTER-AT-ARMS FORCE

(a) The billet of Mess Decks Master-At-Arms is usually written into the SMD billet structure as a Mess Management Specialist (MS). When this is the case, the individual will be a permanent member of the supply department. When this is not the case, the individual will be transferred to the supply department for temporary duty. A rated Master-At-Arms shall not be assigned as a Mess Decks Master-At-Arms following SECNAVINST 5530.4C.

(b) The Supply Officer shall forward requests to the Personnel Officer for replacement of personnel at the expiration of their normal tour of duty, or at other times as necessary.

(3) FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS

(a) All departments, plus embarked units, shall transfer personnel to the Supply Department for temporary duty as Food Service Attendants (FSA), wardroom rotational pool members, and CPO mess attendants. Medical/dental personnel are prohibited from performing these duties per U.S. Navy Regulations, 1990, Article 1063. The total command allowance for ship's company personnel to perform these functions is displayed under the S-2 and/or S-5 Division Food Servicemen section of the applicable Ship Manpower Documents (SMD) or Fleet Manpower Documents (FMD). An SMD displays the total number of FSAs based on projected workload within the defined mission scenario contained in the Required Operational Capability/Projected Operational Environment

OPNAVINST 3120.32C CH-6

MAY 2 6 2005

(ROC/POE). Absent an approved SMD/FMD, it is recommended that food service attendants be provided at a ratio of 1 to 25 from ship's enlisted company and 1 to 18 from the enlisted complements of embarked commands, the number of CPO mess attendants furnished will be on a 1 to 15 ratio, and that the number of wardroom rotational pool members assigned will equal 12 percent of its officer population.

(b) For accounting purposes a "tour of duty" as used hereinafter refers to the aggregate service an individual performs as a food service attendant, wardroom rotational pool member, or CPO mess attendant. The normal tour of duty shall be 90 days. An individual who completed a normal tour in one, or in a combination, of these areas, shall not be required to serve a second tour, unless the tenets of subparagraphs 3 or 4 are met. However, an individual may be transferred from one functional area to another during the tour.

(c) Personnel shall not be assigned two consecutive tours unless on a voluntary basis. Volunteer status should be established by means of a service record entry signed by the individual.

(d) Personnel shall be assigned involuntarily to a second tour only with approval of the Executive Officer, and only when all non-rated personnel of the command have performed at least one tour. If involuntary assignment of a second tour is required, appropriate entries (including justification for the assignment) shall be made in the individual's enlisted service record.

(e) Petty officers will not be assigned as food service attendants, wardroom rotational pool members, or CPO mess attendants except when personnel of the lower pay grades are not available. Exceptions may be made afloat for commanding officers' and unit commanders' messes where Mess Management Specialists may serve in the rotational pool including bedmaking services. NAVSUP Pub 486, Volumes I and II (NOTAL) contain the duties and responsibilities of the Mess Management Specialist rating, and duties of food service attendants/wardroom rotation pool members and CPO mess attendants.

(f) Personnel may be assigned to food service duties immediately upon reporting onboard. However, if the personnel situation allows, it is preferable for an individual to work in his/her rate prior to such assignment, and to have attended shipboard indoctrination (I Division).

(4) TOUR OF DUTY OF MASTER-AT-ARMS FORCE, FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS