

**ORGANIZATION  
AND  
GENERAL INFORMATION  
RELATING TO THE  
LORAN TRANSMITTING STATION  
SOUTH CAICOS  
B.W.I.**



**U. S. COAST GUARD  
TREASURY DEPARTMENT  
SEVENTH COAST GUARD DISTRICT  
MIAMI, FLORIDA**



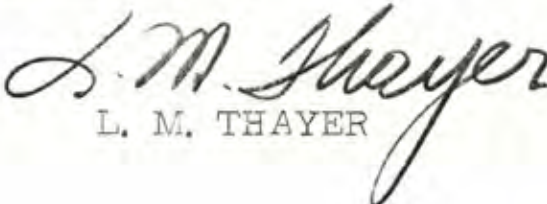
TREASURY DEPARTMENT  
UNITED STATES COAST GUARD

Address reply to:  
COMMANDER  
7TH COAST GUARD DISTRICT  
1203 FEDERAL BUILDING  
51 S.W. FIRST AVENUE  
MIAMI, FLORIDA 33130

1 June 1965

LETTER OF PROMULGATION

1. Since the establishment of South Caicos, B. W. I. Loran Transmitting Station there has existed a need for published information concerning the operation, administration, logistic support and other matters related to the station.
2. The attached publication entitled ORGANIZATION AND GENERAL INFORMATION RELATING TO THE LORAN TRANSMITTING STATION SOUTH CAICOS, B. W. I. has been compiled by LTJG J. S. BILLINGHAM USCG the present Commanding Officer of the station. The publication contains general information concerning the station, and provides for continuity of knowledge relating thereto, which often becomes obscured because of the remote location and frequent change of personnel.
3. ORGANIZATION AND GENERAL INFORMATION RELATING TO THE LORAN TRANSMITTING STATION SOUTH CAICOS, B. W. I. is herewith promulgated and issued for distribution to those commands having an interest in the station.
4. It is requested that errors and omissions noted, as well as suggestions for improvement, be addressed to Commander, Seventh Coast Guard District, 51 S. W. First Avenue, Miami, Florida.

  
L. M. THAYER



U. S. COAST GUARD LORAN TRANSMITTING STATION

SOUTH CAICOS ISLAND, B. W. I.

ORGANIZATION BOOK



U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

ORGANIZATION BOOK

Subj: Letter of Promulgation

1. Purpose. To promulgate under one cover an organization book including all effective station instructions and notices.
2. Directives Affected. The original Organization Book (9-1-59) is hereby superseded and cancelled.
3. Action
  - a. All hands shall become thoroughly familiar with this Organization Book, effective station Instructions, and station Notices.
  - b. All items of a lasting nature shall be incorporated in this book as a part of the basic book or station Instructions. Items useful only for a short duration (6 months or less) shall be promulgated as station Notices. These will be numbered consecutively and contain a cancellation date.
  - c. It is the responsibility of men reporting aboard to read the Organization Book and all effective Instructions and Notices. The Senior Petty Officer shall ascertain that each new man has a thorough knowledge of the material. The Commanding Officer will also spot check the new new man on various items prior to granting liberty.
4. Effective Date. This letter of promulgation is effective 20 June 1963.

J. A. SCHMIDT

Dist: Standard

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

ORGANIZATION BOOK

RECORD OF CORRECTIONS

	<u>Change Number</u>	<u>Effective Date</u>	<u>Date Entered</u>	<u>Signature</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
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6.	_____	_____	_____	_____
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8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

www.loran-history.info

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

ORGANIZATION BOOK

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ORGANIZATION BOOK

Distribution List

STATION (4)

1. Original - Commanding Officer
2. Copy No.1 - Senior Petty Officer
3. Copy No.2 - Watchroom
4. Copy No.3 - Station Library

COMGANTS (Operations)

TRASTA, Groton, Loran Indoctrination Course



## STATION INFORMATION

South Caicos Island is located at position 21 degrees 30 minutes north, 71 degrees 30 minutes west. In relation to other land masses and points of interest it is 21 miles west of Grand Turk Island; 95 miles north of Monte Cristi, Dominican Republic; 162 miles northeast of Punta Maisi, Cuba; 340 miles northwest of San Juan, P. R. and 550 miles southeast of Miami, Florida.

South Caicos is the smallest major island of the Caicos Group. This group has much the form of a Pacific atoll in that a semi-circle of islands on the north and a line of keys to the south enclose the Caicos Bank, which is a large shallow area. This area is generally sandy-bottomed and measures roughly 45 miles east and west and 55 miles north at it's greatest dimensions. The islands on the northern side have an offshore reef of living coral while the southern keys are mostly exposed portions of the reef itself. The major islands starting with east and rotating 180 degrees through north to west are: South Caicos, East Caicos, Grand or Middle Caicos, North Caicos are uninhabited whereas there are about 800 inhabitants on South Caicos and an estimated 2000 persons scattered in the other islands. Grand Turk has about 1500.

South Caicos is shaped vaguely like a hatchet with the handle to the north and the blade facing west. The most prominent geographical feature is a series of overlapping ridges reaching a height of about 60 feet rather abruptly that run along the eastern shore of the island. The central area in the south is extremely flat giving way westward to some slight heights. The underlying strata is limestone or a similar formation and makes digging very difficult except where the sandy soil is of any depth above it.

The vegetation is relatively unimposing. The seaward side of the eastern ridge facing the prevailing wind is the greenest area supporting a vigorous stand of palmetto palm and a coarse bermuda-like grass. Unfortunately this type of palm reaches no great height. The reverse slope of the ridges are heavily eroded and although brushed over to a certain extent hardly any soil is visible amid their rock. Generally speaking the lowlands immediately west or the ridges are the island's most fertile area, particularly in the southeast corner of "plantation area" in the south. The flats are more or less sandy wastes with brush cover thickening to the west.

There are no good beaches on South Caicos. The east coast is precipitous and a large part of the west coast is masked in mangrove swamps or is otherwise uninviting. The water offshore is quite clear and the bottom drops off cliff-like outside the reef. Fish abound in these waters, including sharks and barracuda. There is no fresh water available on the island except that caught from rainfall. Most of the rains come in the winter months and are in the form of local and brief but heavy tropical squalls.

The settlement of Cockburn Harbor or East Harbor, either appears to be correct, is located in the southwest corner of the island and boasts a rather poor harbor but which nevertheless is the best one in the islands. Craft of more than about five foot draft cannot come alongside the rickety piers and anything drawing more than twelve or fourteen feet must lay outside the harbor itself which is really a fault in the reef.



## II ISLAND HISTORY

The accepted theory holds that the Turks and Caicos Islands were discovered by Ponce de Leon in 1512 but it has been suggested, not without reason, that one of the eastern Caicos Islands might have been the site of Columbus' first landfall rather than the island of San Salvador to the north. In the decades following their discovery the Spaniards ravaged the islands removing the Indians to slavery in the mines of Hispaniola and cutting off the large trees of the islands. After this the Spaniards lost interest in the islands and they were virtually forgotten until the latter part of the 17th century.

In 1678 settlers arrived from Bermuda to develop the salt ponds on the islands and this industry grew rapidly. The high salinity of the sea water in this area, the intense sunlight, the low rainfall and the shallow sloughs of the islands provided a perfect environment for the production of salt through natural evaporation of quantities of sea water. The industry flourished and saltships plied between the islands, Bermuda and North America, much of the salt going to the Newfoundland fisheries for the preservation of fish. In 1710 the Spaniards on Hispaniola, resenting the encroachment of the growing colony of Bermudians, attacked the islands and expelled the salt rakers. The Bermudians, refusing to be separated from such a lucrative business, armed their salt ships and men at their own expense and returned to the islands recapturing them.

During the succeeding half century the almost continual warfare between England, France and Spain was reflected in lesser hostilities around the islands. The Bermudians and the Turks Islanders had to go armed to defend themselves from the threat of the enemies attack. In 1753 the French invaded the islands but later withdrew. In 1764 they returned but under the peace following the Seven Years War in Europe they again withdrew. Under provisions of a treaty signed between Great Britain, France and Spain in Jamaica the islanders at last became secure in their rights.

However with attacks from without the British Empire now ended the islanders faced an attack from within. In 1776 the government of the Bahamas first asserted its jurisdiction over the Turks and Caicos Islands and the Bermudians raking salt there. They pointed out that the islands actually formed the southernmost group in the Bahamian archipelago and should thus be under Bahamian control. The islanders however feeling closer to their ancestral Bermuda showed that they would resist such an annexation and the claims were not immediately pressed. During the American Revolution large numbers of Tories from the colonies, especially Georgia, came to the islands to avoid reprisals from the victorious patriots. Finally after various encroachments the Bahamian government finally annexed the islands in 1799 over the violent opposition of the inhabitants.

During the 19th century the islanders tried their hand at other industries including cotton and tomato cultivation, sisal raising and gathering of bat guano from the caves on the northern islands. During this period salvage became an important industry also. The Turks Island Passage was at that time one of the principal routes to the West Indies and numerous ships made the passage every year. Apparently a good number however did not make it and ended up on various of the coral reefs. Perhaps the islanders may have in some cases assisted the process, at any rate it provided a steady income in salvage.



In 1848 the islands obtained their independence from the Bahamas and were set up as a presidency under a royal charter. This period lasted for 25 years after which due to a decline in industries generally and a failure of cotton cultivation the islands were taken over by Jamaica as a dependency to avoid serious economic failure. Matters have advanced relatively little to the present day. Scant rainfall and serious hurricanes periodically, the last in 1960, has not yet been completely recovered from, have combined with a dying salt industry to hold the islands to a marginal existence economically. The independence of Jamaica from England in 1962 placed the islands in a separate colony status. The 1960 census counted 840 people on South Caicos with approximately half that number under 15 years of age. Negotiations are presently in progress to bring the Turks and Caicos Islands under the Bahamas Federation again. Caicos Holdings Limited, a land development firm, has plans to purchase and develop East Caicos Island as a resort.

### III Station History and Operation

The station was built by the Navy Sea Bees in 1958 to accommodate the LORAN and power installation, thirteen men and one officer. The station is a double slave for rates 2L2 and 2L3 using type four (4) operation. 2L2 master is in Cape San Juan, Puerto Rico and 2L3 master is on San Salvador Island, Bahamas. A continuous live watch is maintained in the signal power building. The watch insures proper LORAN operation and stands radio guard on 2182 KCS, 2678 KCS (district freq.) and SSB transceiver (loran comms). A secondary operation is conducting EXCOMS and RAMP CHECKS of aircraft and small craft considered overdue. The personnel allowance is as follows: LTJG, BMC, ET1, EN1, CS1, ET2, DC2, HM2, EN3, 2 ET3, 2 SN, FN. The station is under the operational control of Commander, Seventh CG District.

### IV Local Customs

The town of Cockburn Harbour is on the extreme southern tip of the island while the LORAN station is on the northernmost point. Therefore the closest neighbor is 10 miles away linked by an unpaved road. One rarely sees locals on this end of the island due to the distance and poor means of transportation. Two locals are hired under contract to perform yard, laundry and mess duties. They supply their own transportation to and from the station. The locals are generally easy going, considerate, religious and proud people. Station personnel visit Cockburn Harbour on liberty from time to time but there is little entertainment. Two local bars are a source of excitement but fraternization is usually strained to various degrees. There is essentially nothing in the way of shopping.

### V Local Contracts

There are two local contracts let each year - one for laborers, the other for fuel. The labor contractor supplies two men to perform yard, laundry and mess duties. They work an eight hour day and five day week. The fuel contractor supplies fuel (diesel and gas), from town, sufficient for the stations needs. The fuel is transported in special tank trailers by station personnel. The fuel pickup schedule varies with the contractors replenishment schedule since his storage facilities are limited.



## VI Inter Organization

The station is directly under Commander, SEVENTH Coast Guard District. Radio communications are maintained with LORSTA Cape San Juan, LORSTA San Salvador and Radio San Juan as net control.

## VII Logistics

Bi-weekly flights of a C-123B originating in San Juan make up the entire logistics support. The flight arrives every other Tuesday morning with general stores and mail then continues to Miami. Thursday afternoon of the same week the flight returns from Miami with personnel, commissary supplies and the bulk of station mail. The only logistics problem is a possible two week delay in receiving urgent items.

## VIII Mail

The official mailing address of the station is: Commanding Officer, LORSTA South Caicos Island, BWI, c/o CCGD7, 51 S. W. 1st. Ave., Miami, Florida 33130. Most individuals use the official address for all personal mail though the following supplementary addresses may be used: LORSTA South Caicos, c/o CG Base, San Juan, P. R. and USCG LORAN Station Gockburn Harbour, South Caicos Island, B. W. I.

## IX Medical Assistance

The assigned corpsman performs all routine medical treatment. Complicated medical treatment is administered in Miami using logistics flight for transportation although urgent cases are air evacuated to San Juan.

## X Engineering Plant

Station power is supplied by three M-G sets, running one at a time. Individually an M-G set consists of a DELCO Generator (3 phase, 60 KW, 4 wire, 60 cycle, 120/200 volts at 1200 rpm) driven by a General Motors GM 6-71 diesel engine (model 6045C). A General Electric power distribution panel is installed for each generator. The refrigeration plant consists of one large walk-in reefer separated into a chill box and freeze box. Each box is cooled with Tecumseh Compressor (model G 50 S 1/2 hp motor, type F12). There are also two small reach-in General Electric reefers in the galley. All reefers use Freon 12 and are chargeable. A F12 supply is kept on hand.

## XI Transportation

A Dodge Power Wagon (1962) and International Harvester Travelall (1962) provide the only transportation.



### XII Morale and Recreation

The weather is warm and pleasant year round and is ideal for outdoor recreation. The beautiful water and abundance of fish provide a perfect opportunity for skin diving. Individuals must provide their own equipment. A 16 foot outboard motor boat and a 14 foot sail boat are also available. The station is large enough to field any sport including, touch football, volley ball, baseball etc. A five hole golf course has been set up with sand greens (Par is usually five). Some fairways are in excess of 250 yards. A concrete tennis court is available. Movies (nightly), table tennis and pool provide indoor activity.

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

ORGANIZATION BOOK

Section A

Mission, Organization, and Responsibilities

[www.loran-history.info](http://www.loran-history.info)

## ORGANIZATION BOOK

### Mission

#### 1. General

a. Loran is a navigational system for determining position by means of radio signals. The term loran is derived from the initial letters of the words "LOng RANGE Navigation." This implies that the distances involved are greater than those obtained by radio finding methods. Over salt water, ranges may be expected from 500 to 900 nautical miles during the day and up to 1400 nautical miles at night. "Sky waves" are employed for the latter. These are not as reliable as ground waves and additional corrections have to be applied.

b. The principle of operation is based on the difference in travel time (in millionths of a second) to the point of observation of radio signals from the transmitting stations spaced several hundred miles apart.

c. Loran stations are constructed in a "chain" usually consisting of three stations, the center one being a double station paired with each of the others. South Caicos is a "double slave" station operating on rate "2L2" with Loran Station Cape San Juan, Puerto Rico and rate "2L3" with Loran Station San Salvador.

d. The type of loran operation employed by this station does not normally require a live monitoring watch on the loran equipment due to remote alarms placed around the station. However, a 24-hour guard is maintained in the watch room on communication equipment. The man on watch serves as a loran watchstander, communications watchstander, engineroom watchstander, and security patrol. Occasionally circumstances may dictate otherwise.

#### 2. Specific

a. The primary mission of this station is to transmit continuous Loran signals maintaining all the required tolerances and standards promulgated by competent authority.

b. The secondary mission of this station is to assist in Search and Rescue (SAR) cases. This is usually limited to communications assistance.

U. S. Coast Guard Loran Station  
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ORGANIZATION BOOK

Organization

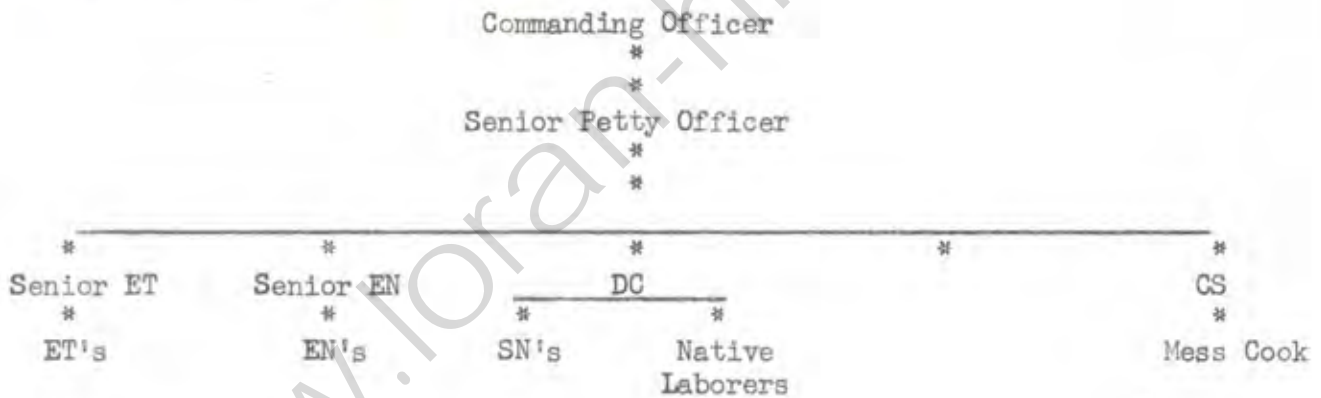
1. General

a. The Coast Guard Loran Transmitting Station, South Caicos Island, B. W. I., shall be organized in accordance with U. S. Coast Guard Regulations.

b. Succession to command shall be by Senior Petty Officer present regardless of rate. It is his responsibility to assume command if the situation should warrant.

2. Specific

a. Station Organization Chart



b. Billet Assignments

- |           |           |             |
|-----------|-----------|-------------|
| 101 - BMC | 106 - HM2 | 111 - SN    |
| 102 - EN1 | 107 - DC2 | 112 - SN    |
| 103 - ET1 | 108 - ET3 | 113 - FN    |
| 104 - CS1 | 109 - ET3 | 114 - Extra |
| 105 - ET2 | 110 - EN3 | 115 - Extra |



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## ORGANIZATION BOOK

### Responsibilities

#### 1. The Commanding Officer

a. The responsibility of the commanding officer for his command is absolute, except when, and to the extent, relieved therefrom by competent authority. He may delegate authority, at his discretion, to his subordinates for the execution of details, but such delegation of authority shall in no way relieve the Commanding Officer of his continued responsibility for the safety, efficiency, and well being of his command.

b. He shall read and comply with paragraphs 7-1-1 through 7-1-32 of U. S. Coast Guard Regulations (CG-300).

#### 2. Senior Petty Officer

a. The Senior Petty Officer shall act for, and with the authority of, the commanding officer. He is responsible for assuming the duties of Officer-in-Charge during any absence of the Commanding Officer.

b. He shall read and comply with paragraphs 7-3-1 through 7-3-7 and 8-2-1 through 8-2-7 of U. S. Coast Guard Regulations (CG-300).

#### 3. Department Heads

a. The department head is the representative of the Commanding Officer in all matters that pertain to his respective department and accordingly is responsible for the operation and effectiveness of the department.

b. He shall read and comply with paragraphs 8-3-1 through 8-3-3 of U. S. Coast Guard Regulations (CG-300).

c. He is responsible for assuring that all necessary directives are issued for his department and ensuring that they are strictly adhered to. He will personally supervise a preventive maintenance program and ensure compliance with all safety precautions.

d. He is responsible for keeping the Commanding Officer informed of any circumstances that may affect the normal activities of his department. He shall submit requisitions in ample time to replenish foreseeable deficiencies using routine priorities under the quarterly system.

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LORSTA South Caicos

e. His responsibilities shall also include:

(1) Daily inspection of all logs and records for which his department is responsible.

(2) Ensuring the timely submission of all reports for which his department is responsible.

(3) Ensuring compliance with all competent instructions.

(4) Making periodic inspections of his department.

(5) Keeping the Commanding Officer informed of any reports required by higher authority pertaining to his department.

4. Designated Department Heads and responsibilities of each

a. Senior Electronics Technician

(1) Primarily he is responsible for the output of correct Loran signals.

(2) Secondly he is responsible for the efficient operation, maintenance, and repair of all electronic and electrical equipment on the station.

b. Senior Engineman

(1) Primarily he is responsible for supplying the Loran equipment with continuous usable power.

(2) Secondly he is responsible for all mechanical equipment, station vehicles, pumps, piping, and storage tanks.

c. Senior Damage Controlman

(1) Primarily he is responsible for the upkeep of the buildings.

(2) Secondly he is responsible for the laundry, a security patrol when directed to be established by the Commanding Officer, grounds, roads, and anything not specifically delegated to another department.

d. Senior Hospital Corpsman

(1) Primarily he is responsible for the health of station personnel.

(2) Secondly he shall perform the duties of administrative assistant in the station office.

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LORSTA South Caicos

e. Senior Commissaryman

(1) Primarily he is responsible to serve the crew the most wholesome food with the funds available ensuring strict sanitary procedures at all times.

(2) Secondly he is responsible for ensuring strict accountability of all stores and assisting the commissary officer as directed.

[www.loran-history.info](http://www.loran-history.info)

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ORGANIZATION BOOK

Section B

General Bills

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U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### CORRESPONDENCE BILL

1. All official correspondence will be handled in the station office.
  - a. The Commanding Officer shall approve all correspondence.
  - b. A copy of all correspondence shall be numbered in sequence and maintained in the DAY FILE.
2. The Corpsman shall be designated in writing as the mail orderly.
  - a. For outgoing mail, he will insure that:
    - (1) The mailbox is locked at all times.
    - (2) The mail is collected one hour prior to departure.
    - (3) All mail has proper postage.
    - (4) The mail is handed personally to the Commanding Officer to be bagged.
    - (5) The mail is placed aboard the aircraft and the crew is made aware of its presence.
  - b. For incoming mail, he will insure that:
    - (1) All mail and packages go to the station office.
    - (2) All mail is sorted and delivered to addressee.
    - (3) All mail that cannot be delivered to addressee is given to the Commanding Officer for safekeeping.
  - c. He shall maintain a directory file with the address a man wants his mail forwarded to for six months after he is transferred.

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## ORGANIZATION BOOK

### SAFETY BILL

1. The Senior Petty Officer shall be designated in writing as the station Safety Officer.
2. He shall:
  - a. Hold a monthly safety lecture at which all hands will be present.
  - b. This will be followed by a meeting with all department heads to discuss any safety violations or hazards. A report of this meeting shall be submitted in letter form to the Safety Officer CCGD7 via COMGANTS and the Commanding Officer.
  - c. Maintain a safety bulletin board in the Library.
  - d. Complete a weekly safety inspection and submit current local forms.

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### TRAINING BILL

1. The Senior Petty Officer shall be designated in writing as the Education Officer.
2. He shall:
  - a. Ensure that all hands are afforded the opportunity to take advantage of the various correspondence courses available.
  - b. Encourage personnel to complete the appropriate course for advancement in rate.
  - c. Assure that the station complies with all current directives especially:
    - (1) USCG Regulations CG-300 paragraph 7-1-4 and 7-1-16
    - (2) Operations Instruction 31-60
    - (3) Commander Seventh Coast Guard District Operation Order No. 1-(YR)  
Annex I to Annex E
    - (4) Personnel Manual 5-C-20(d)
    - (5) Uniform Code of Military Justice, Article 137
3. The Education Officer is also responsible for the preparation of a monthly training schedule for increasing all hands professional and personal knowledge, keeping in mind those facets which may have an immediate importance. The monthly training schedule will:
  - a. Include all drills.
  - b. Be submitted to the Commanding Officer for approval five days prior to the beginning of the month.
  - c. Have an instruction or drill scheduled for every working day.
  - d. Make appropriate station log entries.



ORGANIZATION BOOK  
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4. The Education Officer shall:

- a. Ensure that department heads have a program for improving proficiency in rate.
- b. Schedule tests that have to be administered by the Commanding Officer.
- c. Submit to the Commanding Officer on the last day of the month a list of all hands participating in correspondence courses and lessons completed during the month.

5. The Education Officer shall also:

- a. Formulate and maintain an outline for each instruction period. These will be signed out to the person scheduled to give the instruction. The instructor, as part of his assigned instruction, shall submit to the Education Officer comments on the outline and suggestions for improvements.
- b. Establish and follow a master schedule to ascertain that all subjects are covered in a reasonable period of time with as little repetition as possible.
- c. Maintain an Educational Bulletin Board in the Library with items of interest and any appropriate notices and graphs of accomplishments.
- d. Ensure that practical factors completed are entered on form 3303A.

6. When preparing the monthly training schedule, use the following guide:

- a. Drills and/or lectures to be held monthly:
  - (1) Fire
  - (2) Personnel Inspection
  - (3) Safety
  - (4) First Aid
  - (5) Infantry Drill
  - (6) ABC Warfare
  - (7) UCMJ
  - (8) Personal Affairs
  - (9) CG Regulations
  - (10) Code of Conduct
  - (11) Hurricane (during season)



ORGANIZATION BOOK  
LORSTA South Caicos

b. Drills and/or lecture to be held quarterly:

- (1) Small Arms
- (2) Clothing

c. The remainder of the periods shall be devoted to those topics deemed most necessary. The general topics listed above will break down into many different periods, for example: First Aid could be broken down into periods on:

- (1) Resuscitation
- (2) Burns
- (3) Shock
- (4) Fractures
- (5) Personal hygiene, etc.

d. The following are general fields from which lesson plans should be obtained:

- (1) Communications
- (2) Facts on Freedom and Democracy
- (3) Government
- (4) Voting

U. S. Coast Guard Loran Station  
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## ORGANIZATION BOOK

### WATCH BILL

#### 1. General

a. This unit will maintain a continuous live watch even though the type of Loran operation does not necessitate constant monitoring. The watchstander will serve as:

- (1) Communications Watch
- (2) Loran Watch
- (3) Engine Room Watch
- (4) Weather Recorder
- (5) Security Patrol

b. The Senior Electronics Technician will qualify as many watchstanders as possible. This will include all electronics technicians, non-rated men, and rated men as determined by their other duties.

#### 2. Qualifications

a. The Senior Electronics Technician shall:

- (1) Assign each prospective watchstander to stand watches with no less than two electronic technicians.
- (2) Personally examine each prospective watchstander. After a letter of qualification has been completed and approved by the Commanding Officer, assign him in the watch rotation.
- (3) Spot check all watchstanders and refer previously qualified men to additional instruction if it becomes apparent that this is necessary.

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LORSTA South Caicos

b. Each Loran Watchstander shall:

- (1) Understand the function of each piece of equipment.
- (2) Be able to interpret the presentations on the timer and transmitter oscilloscopes.
- (3) Be able to explain the terms: off sync, off air, race rate, blink, and know how they are represented on the scope and the station responsible.
- (4) Understand the meaning of the trace on the recorder chart.
- (5) Demonstrate how to bring a timer back into normal operation from a sync error of off sync condition.
- (6) Be able to switch timers and transmitters and know when it should be done.
- (7) Be able to maintain a zero reading on the sync test meter by the adjustment of the fine local delay.
- (8) Know how to take time delay readings and what the assigned time delay of this station is.
- (9) Know how and when to blink.
- (10) Know how and when to switch from B10 to B continuous and vice-versa.
- (11) Know the proper entries that are made on the recording charts and the use of all stamps.
- (12) Know how to fill the recording pens and how to free a clogged pen.
- (13) Know how and when to advance or retard the recording charts to correspond to the correct line.
- (14) Know the proper level of the transmitter high voltage and how and when to regulate it.
- (15) Know what the transmitter output reading on the AN/FPA-3A switching set should read.
- (16) Know how to place a transmitter on the line.



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LORSTA South Caicos

- (17) Know how and when to reset tripped overload relays.
  - (18) Know the codes used for Loran readability.
  - (19) Know how and when to adjust the oscillator.
  - (20) Be able to determine the proper output of transmitter by transmission line current meter.
  - (21) Be able to recognize when the generators are not operating properly by observing the line voltage and frequency meters mounted on the timer switching unit.
- c. Each Communications Watchstander shall:
- (1) Be able to set up the transmitter for all frequencies normally used.
  - (2) Be able to tune the receivers by keying the transmitter.
  - (3) Know how to use the antenna filter patch panel.
  - (4) Know how to operate single sideband equipment.
  - (5) Know how and when to take WWV time checks and how to record them in the log.
  - (6) Know the names, call signs, frequencies and general locations of units normally contacted.
  - (7) Know and use proper radio telephone procedure and use it at all times even when talking to commercial radios. The only exception is to use please and thank you when making requests of these stations or when they pass us information.
  - (8) Be able to set up and understand the meaning of all parts of a message.
  - (9) Know the proper distribution of received messages.
  - (10) Know how to keep the radio log.
  - (11) Know what action is to be taken in the case of a distress call or when directed to perform a PREGOM or EXCOM search.



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d. Each Weather Recorder shall:

(1) Know all the types of cloud formations and the proper recording of each.

(2) Know how and when to record all weather readings.

e. Each Engine Room Watchstander shall:

(1) Know how and when to record engine room readings and when an engineman should be called.

(2) Know when and which readings should be checked besides those that are recorded.

(3) Know how to adjust the generator output frequency.

f. Each Security Patrol shall:

(1) Know the proper handling of any small arms that may be used.

(2) Know how and when to conduct a security check and fire check.

(3) Know proper procedure in case unauthorized persons are encountered or a fire is located.

(4) Know the location of all outside light switches and when they are to be turned on and secured.

(5) Know how and when to hold reveille.

3. Specific watch procedures

a. Prior to relief a JOINT check will be made of the following:

(1) Timer scope presentation.

(2) Sync test meter on or near zero.

(3) Alarm switch positions

(a) Remote alarms, all timers IN.

(b) Horn on output switching unit ON.

(c) Local timer buzzer switcher ON.

(d) Buzzer switches on watch room monitor ON.

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- (4) Recorder for proper operation and correct time.
- (5) Meter reading on output switching unit.
- (6) High voltage on transmitter.
- (7) Transmission line output on transmitter.
- (8) Output pulse of transmitter on exciters A and B.
- (9) Overload relays on transmitters are reset.
- (10) BOTH RECEIVERS are checked for proper alignment by keying transmitter.
- (11) Volume setting of receivers.
- (12) Antenna filter assembly for proper connections.
- (13) All messages received since relieving watchstander last stood the watch.
- (14) Any pending SAR cases, Commanding Officers orders, or messages that have not been typed or routed.
- (15) Generator and electrical switchboard readings.
- (16) Status of all logs and records that the watch is required to keep.
- (17) Cleanliness and orderliness of watchroom.

b. Log Records and Boards to be maintained in accordance with current instructions are:

- (1) Radio Log
- (2) Watchstanders Log
- (3) Recorder Charts
- (4) Special Orders
- (5) Personnel Status Board
- (6) Early Call Board
- (7) WWV Time Check Log

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- c. The following checks shall be made hourly:
- (1) Equipment Operational Check
    - (a) Timers
    - (b) Transmitters
    - (c) Communications equipment
    - (d) Recording Charts
    - (e) Recording pens
  - (2) Fire and Security Check
    - (a) The hours and extent shall be in accordance with current instructions.
    - (b) Any irregularities shall be reported to the Commanding Officer immediately.
- d. The following checks shall be made every four hours:
- (1) Weather and generator readings.
  - (2) Time delay readings.
- e. The following miscellaneous details will be carried out at the proper times:
- (1) Phone signals marking specified times in accordance with the Plan of the Day.
  - (2) Evening colors. (Morning colors when observing holiday routine.)
  - (3) Turning on and securing outside lights.
  - (4) Delivery of Logs to the Commanding Officer.
  - (5) Morning calls.
  - (6) WWV time check.
  - (7) Assure that the engineering department is notified immediately if any water is caught in the catchment.



ORGANIZATION BOOK  
LORSTA South Caicos

f. Watchstanders will become familiar with:

- (1) Loran Station Operation and Maintenance Instructions (CG-155).
- (2) U. S. Coast Guard Communications Manual (CG-233).

g. The Commanding Officer shall be notified:

- (1) Upon delivery or receipt of all messages. At night he shall be awakened for all messages with a precedence of Priority or higher.
- (2) Of any requests made to this unit by radio.
- (3) When any major piece of gear has been inoperative for one hour.
- (4) When conditions occur requiring report to higher authority. A station shall promptly notify the District Commander, or his authorized representative through proper channels, for information of the paired station by the most expedient means of communication available. The conditions requiring such action are as follows:

(a) When there has existed continuously for one hour, or intermittently during the greater part of an hour, any unscheduled impairment of Loran service from any cause whatsoever.

(b) When a station is forced to cease transmitting or monitoring and it is believed that the off-air time will be one hour or more.

(c) When Loran signals on a designated rate and frequency are definitely observed to be off frequency and/or rate for a period of more than one (1) minute without blinking.

(d) When a condition has been corrected that was previously reported by the station or brought to the attention of the station by the District Commander or his authorized representative.

h. The Senior Petty Officer shall be notified:

- (1) At any time the Commanding Officer would be notified if he is absent.
- (2) Of any unauthorized personnel on the station.



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i. The Senior Electronics Technician shall be notified:

(1) Upon the failure of any major piece of equipment unless determined immediately by an electronics technician to be a routine part failure.

(2) If the watchstander needs a relief.

j. The Senior Engineman shall be notified:

(1) Upon evidence of any malfunction of the generators.

(2) Upon evidence of malfunction of refrigeration equipment.

4. Detailed Instructions

a. Local instructions shall be promulgated for any items contained or omitted from this bill that the Senior Electronics Technician feels are not adequately covered and conspicuously posted for watchstanders.

5. Watch List

a. The Senior Electronics Technician shall promulgate the watch list including other watches and assignments that the Commanding Officer deems necessary in order that there will be no conflict in duties.

b. This will be submitted to the Commanding Officer in triplicate at least 24 hours before it became effective. These will be posted on:

(1) Crew's Bulletin Board

(2) Station Office Bulletin Board

(3) Watch Room Bulletin Board

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### CLEANING AND INSPECTION BILL

1. The station will be inspected weekly in accordance with the plan of the day. All hands will stand by in their appropriate spaces until the complete inspection is over. The department head will meet the inspection party when it first enters his departments spaces and will accompany the party during the inspection of his department. The senior man present will muster each section there there is more than one man present. The senior petty officer present will call ATTENTION when the inspection party enters, salute the senior inspector and report "(name), (area) ready for inspection, Sir."

a. The inspection team will consist of:

- (1) Commanding Officer
- (2) Senior Petty Officer
- (3) Corpsman (recorder)

(4) One other person from the station notified by the Senior Petty Officer at the morning formation.

b. The inspection party will:

- (1) Muster outside CPO quarters.
- (2) Inspect exterior of barracks.
- (3) Inspect Commissary spaces.
- (4) Inspect Library, dark room, movie locker.
- (5) Proceed through barracks inspecting at least one cube.
- (6) Inspect Sickbay, shower head, crews head, laundry room, and CPO quarters.
- (7) Inspect station office and Commanding Officer's quarters.

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(8) Inspect exterior of Commanding Officer's quarters and signal power building.

(9) Inspect electronic spaces.

(10) Inspect engineering spaces and vehicles.

(11) Inspect D. C. Shop and paint locker.

(12) Inspect grounds, catchment, tanks, etc.

(13) Report to watch room to secure from inspection.

c. Copies of the discrepancies noted on the inspection will go to:

(1) Crew's Bulletin Board

(2) Commanding Officer's Bulletin Board

(3) Senior Petty Officer

(4) Department heads

(5) File

2. Each department head is responsible to see that all discrepancies are corrected prior to the master of the following weekly inspection party. At that time he will submit the local form in use noting items that were not completed, the reason why, and anticipated completion date.

3. Each week at least one cube will be inspected. Each individual is responsible for keeping a neat and orderly cube.



U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### REPORTING AND TRANSFER BILL

#### 1. Reporting

##### a. The Senior Petty Officer shall:

- (1) Conduct or appoint someone to give a general tour of the station.
- (2) Introduce to all department heads and present to Commanding Officer.
- (3) Assign berthing space and billet number.
- (4) Show all fire alarms and fire stations and explain duties of billets.
- (5) Hold a seabag inspection one week after arrival. Deliver completed form to Commanding Officer.
- (6) Acquaint man with local laws and customs.

##### b. The Commanding Officer shall:

- (1) Have an informal talk with the man outlining what his duties are, what is expected of him, and answer any question he may have.
- (2) Review man's service record.

##### c. The Administrative Assistant shall:

- (1) Receive man's service record.
- (2) Endorse orders
- (3) Prepare travel and dislocation allowance claims.
- (4) Make service record and personnel diary entries.



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- (5) Enter on station vehicle qualification list type qualified for.
- (6) Check for correctness and currentness of ID cards, ID tags, immunization record, ABC Warfare card, overseas physical, and any special qualifications or licenses.
- (7) Ensure that the man has all current cards that should be carried.
- (8) Have man initial sheet stating he has read and understands the Organization Book and all current Station Instructions and Notices.

4. Departing

- a. The Senior Petty Officer shall:
  - (1) Assure that all station and town debts have been settled.
  - (2) Assure that all station gear and keys have been turned in.
- b. The Commanding Officer shall:
  - (1) Assure proper preparation of orders.
  - (2) Place name on manifest for logistics flight.
  - (3) Grant remainder of CA enroute to next duty station.
- c. The Administrative Assistant shall:
  - (1) Make correct service record entries.
  - (2) Assure that the man has ID card, Dog tags and shot card.
  - (3) File departing man's leave address and where his mail is to be forwarded.
- d. The departing man shall assure that a, b, and c, are completed at least 24 hours prior to scheduled departure.

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South Caicos Island, B. W. I.

ORGANIZATION BOOK

Section C

Emergency Bills

[www.loran-history.info](http://www.loran-history.info)

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### DEFENSE BILL

1. The passive and active defense of this station shall be in accordance with orders promulgated by higher authority.
2. Under normal conditions, the Commanding Officer and the Senior Petty Officer are the only ones required to be familiar with those directives. It shall be at the discretion of the Commanding Officer or, in his absence, the Senior Petty Officer as to when various aspects are to be revealed to subordinates.



U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### HURRICANE BILL

1. Effective planning and action will void or minimize loss or damage to equipment and property. It will also minimize injury to personnel.

#### 2. General

a. The hurricane season in this area normally runs from June through November. Most hurricanes originate to the south and east of Caicos and are still in the building process as they pass here. The path of a hurricane CANNOT be predicted with any assurance of accuracy. In the past, they have been more than 50% in error. The usual paths followed curve south through the Gulf of Mexico or to the north and eventually out to sea. However, they have been known to make circles and hit the same place twice. Any hurricane in the area is a potential menace to this station, particularly one which assumes a path north of and parallel to the line formed by Cuba, Hispaniola, and Puerto Rico. We will assume that every hurricane will pass over Caicos until it has been tracked well to the north or west and is clear.

#### 3. Sources of Information

a. Annex I. of Commander, SEVENTH Coast Guard District Operation Order No. 1-(FY) contains a Heavy Weather Section.

b. Local Government issues instructions occasionally, copies of which are filed under Navigation.

#### 4. Readiness Conditions

a. Condition Four: A seasonal hurricane condition set automatically each year on 20 June and extending through 10 November, unless otherwise directed by Commander, SEVENTH Coast Guard District or COMGANTS.

b. Condition Three: When weather advisories indicate that a hurricane MAY strike in a specific area within 48 hours.

c. Condition Two: When weather advisories indicate that a hurricane WILL PROBABLY strike in a specific area within 24 hours.

d. Condition One: When weather advisories indicate that a hurricane WILL strike a specific area within 12 hours.

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d. Condition One:

- (1) Assure that everything is in readiness.
- (2) All personnel take their hurricane shelter and stand by at their stations.
- (3) No person shall leave assigned shelters after being ordered into them unless specifically authorized by the Commanding Officer or Senior Petty Officer. An apparent lull in the storm may only be the eye, in which case the winds may increase from dead calm to 100 mph or more in a matter of a few seconds from the opposite or any direction.

6. Personnel Assignments

Signal Power Building

CO's Quarters

Barracks

CO		
102-EN1	111-SN	101-BMC
103-ET1	112-SN	104-CS1
105-ET2	115-Extra	106-BM2
108-ET3		107-DC2
109-ET3		113-FN
110-EN3		114-Extra

7. After passage of hurricane

- a. Report to CCGD7 by message the extent of damage and what assistance is required.
- b. Send vehicle to town to see if we can be of any assistance.

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South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### FIRE BILL

1. Any person discovering a fire shall take immediate action and turn in the alarm. All hands shall know the location of all alarms, the phone code signals and the location of fire fighting equipment for all types of fires. Proper immediate action cannot be overstressed.

a. Location of remote alarms:

- (1) Recreation deck, next to library
- (2) Recreation deck, next to exchange
- (3) Galley passageway, next to hot water tank
- (4) Barracks passageway, at fire station #2
- (5) Barracks 1/c quarters, next to door to chief's quarters.
- (6) D. C. shop, west door
- (7) Engine room west door
- (8) ET work shop, west door
- (9) Radio room, next to bulletin board
- (10) Loran room, behind transmitter #1
- (11) Commanding Officer's office, next to south door

b. If practicable, use the following phone signals to show location of fire:

- (1) One ring - signal power building
- (2) Two rings - Commanding Officer's quarters
- (3) Three rings - north end of barracks
- (4) Four rings - south end of barracks



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2. The station is wired for turning in fire alarms on the heat principle. If this occurs, it is possible that the exact location of the fire will not be known immediately. Enroute to obtaining fire fighting equipment, look for the fire. If the location of the fire is not known, muster between the signal power building and the Commanding Officer's quarters.

3. General Information

a. In order for a fire to exist, three things are required:

- (1) Fuel
- (2) Oxygen
- (3) Heat

b. Removal of ANY ONE will cause the fire to go out. All fire-fighting principles are based on the removal of one of these three ingredients.

c. There are three classes of fire:

(1) Class A: Consists of anything that when burning leaves an ash. (Wood, paper, linen, clothes, mattresses, etc.) ALL the fire-fighting methods available on the station are effective against this type of fire. If this type is small enough, it may be practical to smother it with a blanket or sand.

(2) Class B: Consists of flammable liquids. (Gasoline, fuel oil, paint, etc.) ONLY CO<sub>2</sub>, dry chemical foam, or sand should be used to extinguish this type of fire. Water is not effective.

(3) Class C: Electrical fires. The first step is to shut off the power to the fire area. Extinguish fire with CO<sub>2</sub> or dry sand. DO NOT USE WATER. (In emergencies, water fog can be used if the area is deenergized.)

d. Line signals used:

(1) The code word OATH is a quick aid to remembering signals.

(2) Code	Pull	Meaning
O	1	OK
A	2	Advance
T	3	Take Up
H	4	Help

ORGANIZATION BOOK  
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4. Billet Assignments

- 101-BMC In charge at scene.  
102-EN1 Operate fire pump, standby in generator room.  
103-ET1 Relieve Loran watchstander.  
104-CS2 Lead out hose, rig hoses, nozzleman; Portable pump team - provide spanners nozzle, rig fire hose, nozzleman.  
105-ET2 Provide hose, rig fire hose, tend hose valve, provide fire axe; Portable pump team - provide hose, rig and tend hose.  
106-HM2 Provide First Aid Kit and litter.  
107-DC3 Assistant scene leader; portable pump team - provide pump.  
108-ET3 Investigator; provide OBA.  
109-ET3 Investigator; secure power.  
110-EN2 Provide fire axe and applicators, rig hose, nozzleman; Portable pump - provide pump.  
111-SN Provide fire fighting equipment box, mechanical foam nozzle and foam. Assist as directed.  
112-SN Provide dry chemical extinguishers. Assist as directed; Portable pump - provide hose and suction hose.  
113-FN Provide CO2 Extinguishers, illumination equipment; tend OBA line.  
114-Extra Assist No.111.  
115-Extra Assist No.105.

5. There will be a minimum of one fire drill and/or lecture per month in order to implement this Bill. It is stressed upon all hands that a thorough knowledge of proper procedure and immediate action greatly minimizes the damage connected with a fire.

6. For fire fighting and emergency purposes, a minimum of seven persons shall remain on board the station at all times.

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### DESTRUCTION BILL

#### 1. General

a. If a war were to break out, South Caicos might be considered a valuable asset by an enemy because of the airstrip and small harbor. This Bill will outline procedures and duties of personnel in the event it becomes necessary to destroy this station's equipment to prevent it's fall into enemy hands intact.

#### 2. Specific

a. If it becomes apparent that the station will be captured by an enemy force, the Commanding Officer will order the destruction of all equipment, vehicles, and stored supplies, including water, which could be of use to the enemy. The following actions will be carried out as thoroughly as time permits:

- (1) Destroy by burning all classified matter and instruction books.
- (2) Secure power to Loran and communication equipment and ground all parts which might hold a charge. Smash equipment beyond recognition.
- (3) Set all generators to run at high speed without lubrication oil or cooling water.
- (4) Set fire to fuel, gas, and all other flammable liquids.
- (5) Destroy and burn vehicles.
- (6) Destroy all fresh water tanks.
- (7) Destroy anything remaining that could be of use to the enemy such as tools, spare parts, etc.



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3. Specific Assignments

- 101-BMC Burn classified material and instruction books.
- 102-EN1 Seize up generators; disable and burn vehicles.
- 103-ET1 Smash Loran and communications equipment.
- 104-CS1 Prepare commissary supplies desirable for evacuation. Dispose of remainder.
- 105-ET2 Assist 103.
- 106-HM2 Prepare medical supplies desirable for evacuation. Dispose of remainder.
- 107-DC2 Fire fuel dumps and tanks.
- 108-ET3 Assist 101.
- 109-ET3 Assist 103.
- 110-EN3 Destroy water storage.
- 111-SN Assist 101.
- 112-SN Assist 104.
- 113-FN Destroy roadroller and assist 102.
- 114-Extra Report to Commanding Officer.
- 115-Extra Report to Commanding Officer.

4. When specific assignments are completed, report to the Commanding Officer for further instructions.

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

ORGANIZATION BOOK

RESCUE AND ASSISTANCE BILL

1. The assistance cases most likely to occur at this unit are:
  - a. The crash of an aircraft on or in the vicinity of the airstrip.
  - b. The beaching of a vessel along the windward side of East or South Caicos.
  - c. A hurricane disaster in Cockburn Harbour.
  - d. A large fire in Cockburn Harbour.

2. Specific Assignments

CO	In charge of pickup group.
101-BMC	In charge power wagon group.
102-EN1	Provide portable pump; power wagon group.
103-ET1	Take charge of Station.
104-CS1	Station detail.
105-ET2	Rig boat and trailer to power wagon, provide boat equipment; station detail, man handy talkie.
106-HM2	Provide first aid kit, blankets, and water; pickup group.
107-DC2	Provide fire axes, line and ladder; pickup group, man handy talkie.
108-ET3	Assist 105, provide OBA; power wagon group, man handy talkie.
109-ET3	Station detail.
110-EN3	Provide hose; station detail.
111-SN	Provide hose and nozzles, foam and fire box; power wagon group.
112-SN	Provide dry chemical and CO2 extinguishers; pickup group.
113-FN	Assist 102, provide emergency illumination, timbers, shovels; power wagon group.
114-Extra	Assist 111.
115-Extra	Assist 105.

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3. The boat will be taken only if the situation warrants. If the boat is not taken, billets 105 and 108 will report to the Commanding Officer for further instructions. All hands will provide in accordance with billets, load the vehicles, and stand by until dispatched by the Commanding Officer, or, in his absence, by the Senior Petty Officer. The station detail will help load the equipment in the vehicles and be ready to assist in any way directed by the Commanding Officer or the Senior Petty Officer over the handy talkie radios.



U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

## ORGANIZATION BOOK

### RADIOLOGICAL DEFENSE BILL

1. Although atomic weapons are a powerful destructive force, chances for survival are good. In order to minimize loss of life and destruction of property, certain precautions must be taken. It must be remembered that radioactive fallout can even adhere to clothing or flat surfaces of structures.
2. In case of Attack
  - a. With warning:
    - (1) Proceed to designated station or shelter.
    - (2) Don protective clothing and prepare shelter.
    - (3) Remain in shelter until advised otherwise.
  - b. No warning:
    - (1) Drop to closest immediate cover. (i. e. doorway, bulkhead, under table or chair, ditch, etc.)
    - (2) Shield eyes and cover body as much as possible.
    - (3) After shock wave has passed, proceed to shelter.
3. Immediately after atomic, biological or chemical attack.
  - (1) Report to assigned stations.
  - (2) If a casualty, report to Sick Bay.
  - (3) If exposed, report to decontamination station.
  - (4) Do not smoke, eat, or drink anything until it has been approved by the ~~Corpsman~~ or Commanding Officer.
  - (5) Keep away from areas marked by the monitoring team.
  - (6) Do not spread rumors or pass any information to civilians without approval of the Commanding Officer.

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4. Monitoring Team

- a. Don protective clothing.
- b. Survey area recording the following stations in order:
  - (1) West side of barracks
  - (2) South end of barracks
  - (3) East side of barracks
  - (4) East side of Commanding Officer's quarters
  - (5) East side of garage
  - (6) East side of Loran room
  - (7) West side of Loran room
  - (8) South of fuel tanks
  - (9) Pump house
  - (10) Catchment area
  - (11) Gas pump
  - (12) West side of Commanding Officer's quarters.
- c. Reenter barracks through decontamination station.

5. All food and water shall be decontaminated and distributed by the Commanding Officer and the Corpsman.

6. The Commanding Officer or Senior Petty Officer shall put all war plans into effect and make all required reports to higher authority. The Commanding Officer shall take steps necessary to safeguard the command. In the event of absence of orders from higher authority or lack of communications, he shall take the initiative.

7. Sufficient diagrams shall be available to the survey team showing their route and the stations to be recorded.

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LORSTA South Caicos

8. Specific Assignments

101-BMC	Barracks, in charge
102-EN1	Signal Power building
103-ET1	Signal power building
104-CS1	Barracks
105-ET2	Signal power building
106-HM2	Sick Bay
107-DC2	Monitoring team, in charge
108-ET3	Barracks, in charge of decontamination station
109-ET3	Barracks
110-EN3	Barracks
111-SN	Barracks
112-SN	Barracks
113-FN	Barracks
114-Extra	Signal power building
115-Extra	Barracks



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South Caicos Island, B. W. I.

ORGANIZATION BOOK

Section D

Station Instructions

[www.loran-history.info](http://www.loran-history.info)

U. S. Coast Guard Loran Station  
South Caicos Island, B. W. I.

ORGANIZATION BOOK

LIST OF EFFECTIVE STATION INSTRUCTIONS

Number	Subject	Effective Date
1-63	Local Relations	20 June 1963
2-63	Plans of the Day	20 June 1963
3-63	Government Vehicles	20 June 1963
4-63	Uniforms	20 June 1963
5-63	Intoxicating Beverages	20 June 1963
6-63	Station Security	20 June 1963
7-63	Duty, Leave, Liberty, and Compensatory Absense	20 June 1963
8-63	Galley, Use of	20 June 1963
9-63	Physical Fitness Program	20 June 1963
10-63	Shore Patrol	20 June 1963
11-63	Paint Locker	20 June 1963
12-63	Aircraft Detail	20 June 1963
13-63	Recreation Gear, Use of	20 June 1963
14-63	Station Small Craft	20 June 1963
15-63	Request Mast	20 June 1963
16-63	Motion Picture Operators, duties of	20 June 1963
17-63	Small Arms, Use of	20 June 1963
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Commanding Officer  
USCG Loran Station  
South Caicos Island, B. W. I.  
c/o CCGD7, 51 S. W. First Ave.  
Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 1-63

Subj: Local Relations

1. Purpose. To promulgate station policy concerning relations with the local inhabitants.
2. Directives Affected. All previous instructions on local relations are hereby superseded and cancelled.
3. Action
  - a. The Coast Guard is a guest on this island. The local inhabitants are British subjects, not Americans. You are a representative of the United States besides being a member of the Coast Guard.
  - b. To this end, all local rules and regulations will be strictly adhered to. At all times, relations with local inhabitants will be carried on in a friendly, courteous manner, regardless of the situation.
  - c. Personnel will report immediately to the Commanding Officer any occurrence which seems unjust or discriminatory and the Commanding Officer will bring it to the attention of the Island Commissioner if the situation warrants.
  - d. On his first night of liberty in town, a new man, accompanied by the Shore Patrol, will report to the Police Station and become familiar with all local laws and regulations. The Shore Patrol will introduce the new man to the local policemen.
4. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard



Commanding Officer  
USCG Loran Station  
South Caicos Island, B. W. I.  
c/o CCGD7, 51 S. W. First Ave.  
Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 2-63

Subj: Plans of the Day

1. Purpose. To promulgate the plans of the day to be followed at this station by all hands.
2. Directives Affected. All previous plans of the day are hereby superseded and cancelled.
3. Effective Date. Enclosures (1) and (2) are effective 20 June 1963.

JOHN A. SCHMIDT

Encl: (1) Plan of the Day for Working Days  
(2) Plan of the Day for Non-working Days

Dist: Standard

ENCLOSURE (1) TO LORSTA SOUTH CAICOS INSTRUCTION NO. 2-63

PLAN OF THE DAY FOR WORKING DAYS

0600 Reveille all hands except midwatch.  
0610 \*Morning exercises, in accordance with current station Notice.  
0620 Secure from exercises, make up bunks, police berthing area.  
0630 Breakfast  
0655 \*Quarters  
0700 Colors, turn to station work.  
0930 \*Coffee break, Commanding Officer's request mast.  
0945 \*Turn to station work.  
1115 \*Secure from station work.  
1125 Midday meal  
1200 \*Instruction or drill. Turn to station work when secured.  
1300 Commanding Officer's daily inspection, formal inspection on Friday's.  
1400 \*Working day ends, liberty commences.  
1700 Evening meal  
1745 Liberty vehicle departs for town.  
1900 Movie  
2300 Liberty expires on vehicles in town.  
2400 Mess deck secured.

\* Phone will be rung one short, one long (•-) by the Duty Watchstander.

ENCLOSURE (2) TO LORSTA SOUTH CAICOS INSTRUCTION NO. 2-63

PLAN OF THE DAY FOR HOLIDAYS AND SUNDAYS

0800 Colors, commence BRUNCH.  
1300 Secure BRUNCH.  
1700 Evening meal.  
1745 Liberty vehicle departs for town on Holidays.  
1900 Movie  
2300 Liberty expires on vehicle in town on Holidays.  
2400 Mess deck secured.



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LORSTA SOUTH CAICOS INSTRUCTION NO. 3-63

Subj: Government Vehicles

1. Purpose. To promulgate station policy for the proper and safe use of government vehicles.
2. Directives Affected. All previous instructions on government vehicles are hereby superseded and cancelled.
3. Action
  - a. Vehicles assigned to this station are to be used for official business or authorized morale purposes only. Permission shall be obtained for usage from the Commanding Officer or Senior Petty Officer prior to using vehicles.
  - b. Operators shall:
    - (1) Become thoroughly familiar with road prior to operating vehicles.
    - (2) Have a valid U. S. Government Operators Permit for the type vehicle operating.
    - (3) Not operate vehicles in any state of intoxication and no less than six hours after consuming ANY intoxicating beverages no matter how small the quantity.
    - (4) Assure that ALL Seatbelts are used at ALL times.
    - (5) Keep to the LEFT at all times.
    - (6) Keep to extreme southern edge of airstrip.
    - (7) Check tires, gas, oil, and water prior to departing station and clean the windshield.

LORSTA SOUTH CAICOS INSTRUCTION NO. 3-63

c. Passengers

(1) Military personnel and civilian employees are the only authorized passengers.

(2) It shall be up to the senior man present to decide if special circumstances warrant exceptions to the above.

d. Speed

(1) Maximum speed is 30 mph.

(2) Maximum speed when encountering vehicles is 5 mph.

(3) Maximum speed with trailer is 15 mph.

(4) Vehicles shall be driven at a safe and moderate speed at all times keeping in mind such factors as road conditions, tortuous curves, blind curves, single land, and wandering animals.

e. Maintenance

(1) The Senior Engineman is responsible to keep the vehicles in safe operating condition. All discrepancies noted shall IMMEDIATELY be reported to him by the operators. The Senior Engineman shall maintain all necessary forms and records.

f. In the event of an emergency or unusual circumstances, personnel are authorized to take any actions that seem proper but will be held strictly accountable for their actions.

4. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dists: Standard

Commanding Officer  
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LORSTA SOUTH CAICOS INSTRUCTION NO. 4-63

Subj: Uniforms

Ref: United States Navy Uniform Regulations 1959 (As amended for Coast Guard use.)

1. Purpose. To promulgate station policy for authorized uniforms at this station.

2. Directives Affected. All previous instructions on uniforms are hereby superseded and cancelled.

3. Action

a. Working uniform - Officer and CPO.

(1) Khaki working

(2) Tropical khaki

(3) Tropical khaki long

(4) Dungarees

(5) Modifications: Safety shoes may be worn in lieu of khaki shoes; short-socks may be worn in lieu of knee length socks for tropical khaki; T-shirt may be worn in lieu of khaki tropical shirt.

b. Working uniform - Enlisted men other than CPO

(1) Dungarees

(2) Tropical khaki

(3) Modifications: T-shirt may be worn in lieu of chambray shirt; safety shoes may be worn in lieu of black shoes; tennis shoes may be worn for exercise periods.



LORSTA SOUTH CAICOS INSTRUCTION NO. 4-63

c. Liberty in Cockburn Harbour (All personnel)

(1) Civilian attire

(2) Work shoes and dungarees are not appropriate.

d. Logistics flight

(1) Dungarees or khaki working may be worn when departing station.

(2) Prior to arrival in Miami, personnel will be required to change into uniforms authorized by CCGD7.

e. Station, outside of working hours

(1) When actually engaged in an athletic activity, appropriate attire may be worn.

(2) Incomplete uniforms but not civilian attire may be worn.

Exception: Civilian slippers, loafers, and shower shoes are authorized.

(3) Watchstander is to be in an authorized working uniform at all times.

(4) Commanding Officer may grant permission for wearing civilian attire when guests are aboard.

4. Effective Date. This instruction is effective 20 June 1963.

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Dist: Standard

Commanding Officer  
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Miami, Florida 33130

LORSTA SOUTH CIACOS INSTRUCTION NO. 5-63

Subj: Intoxicating beverages

1. Purpose. To promulgate station policy concerning the use and possession of intoxicating beverages.

2. Directives Affected. All previous station Instructions on intoxicating beverages are hereby superseded and cancelled.

3. Action.

a. For the purpose of this Instruction, the following definitions will apply:

(1) Intoxicating beverages include all beverages with any alcoholic content.

(2) Duty status includes - Duty driver, duty Engineman, duty Electronics Technician, men on watch and men scheduled for a watch within six(6) hours.

b. The introduction, possession, or use of intoxicating beverages on board this station is prohibited except by specific authorization of the Commanding Officer. The following exceptions are authorized:

(1) Beer Mess

(2) Liquor Locker

c. The following rules apply to the Beer Mess:

(1) No beer is to be consumed prior to the end of the working day.

(2) No beer is to be consumed by those persons in a duty status.

LORSTA SOUTH CAICOS INSTRUCTION NO. 5-63

d. The following rules apply to the Liquor Locker:

(1) All intoxicating beverages other than beer shall be placed in the Liquor Locker immediately upon their introduction onto the station.

(2) The space provided shall be kept locked at all times and the key shall be in the possession of the Commanding Officer or Senior Petty Officer.

(3) Personnel may obtain a maximum of one gallon prior to departure from the station on permanent change of station, leave, liberty, or compensatory absence.

4. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard



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Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 6-63

Subj: Station Security

1. Purpose. To promulgate station policy concerning the presence of unauthorized personnel within or near the limits of the station.

2. Directives Affected. All previous instructions on civilians or unauthorized persons aboard this station are hereby superseded and cancelled.

3. Action.

a. For the purpose of this instruction, unauthorized personnel are considered to be all persons except Coast Guard personnel assigned to this unit, official visitors, and the indigenous laborers. The latter two categories shall have access to spaces designated by the Commanding Officer or Senior Petty Officer. This normally will not include the Loran or engineering spaces, berthing spaces, or the station office unless specifically stated by the Commanding Officer.

b. All unauthorized personnel shall be reported immediately to the Senior Petty Officer who shall ascertain their business and assign an escort to remain with them UNTIL THEY LEAVE THE PREMISES.

c. Nothing, including water and those items in the dump, shall be taken from the station unless specifically authorized by the Commanding Officer. He shall also maintain sole authority for authorizing local people to use any station equipment or tools.

4. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard

Commanding Officer  
USCG Loran Station  
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Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 7-63

Subj: Duty, Liberty, Leave, and Compensatory Absence

1. Purpose. To promulgate station policy on the duty section and the eligibility of personnel for liberty, leave, and compensatory absence.
2. Directives Affected. All previous instructions defining the duty section and eligibility for liberty, leave, and compensatory absence are hereby superseded and cancelled.
3. Action.
  - a. Duty
    - (1) In order that sufficient men will always be available to combat any emergency, seven (7) personnel are required to be present on the station at all times. This will include the duty ET, an engineman, the Commanding Officer or his representative, and the evening watchstander.
    - (2) The duty driver will be present at the station except during the performance of official duties.
    - (3) Any person who departs or returns to the station at ANY TIME must check with the Commanding Officer or Senior Petty Officer and personally see that the status board in the watch room is kept current. The only exception to this is that the Shore Patrol will be responsible to complete this procedure for the liberty party.
    - (4) Changes in duty lists must be approved by the department head and the Commanding Officer.

b. Liberty

- (1) Due to the limited facilities available, liberty is not encouraged. Extreme caution should be used in consuming ANYTHING of local origin.



LORSTA SOUTH CAICOS INSTRUCTION NO. 7-63

- (2) Uniforms, hours, and Shore Patrol are covered in other instructions.
- (3) A liberty party will consist of no less than three (3) members.
- (4) There will be no liberty party on Sunday.

c. Leave

- (1) Regular leave can be granted only upon rotation.
- (2) Emergency leave is granted by the District Commander when the situation warrants.

d. Compensatory Absence

(1) Compensatory absence is accrued at the rate of 2 1/2 days a month for time actually ON THE ISLAND. This may be taken any time after it had accrued under the following limitations:

- (a) A maximum of once a quarter.
- (b) Return must coincide with a regularly scheduled logistics flight. (Departure may be by MATS from Grand Turk.)
- (c) No more than one person shall be on compensatory absence at any time.

(2) Station policy encourages compensatory absence to be taken for a period of no less than ten (10) days at a time.

4. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

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Commanding Officer  
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LORSTA SOUTH CAICOS INSTRUCTION NO. 8-63

Subj: Galley; use of

1. Purpose. To promulgate station policy to be followed by all hands when using the galley.
2. Directives Affected. All previous instructions on use of the galley are hereby superseded and cancelled.
3. Discussion. Due to the assignment of only one commissaryman to this unit, it is deemed practical that all hands be allowed to use the galley. It is therefore each individual's responsibility to follow rules that will preserve sanitation and especially curb infestation by cockroaches. The corpsman will conduct a daily sanitary inspection and inform the Commissaryman and the Commanding Officer of any violations. He shall also schedule the necessary spraying periods. All hands are informed that one small spot of grease is enough to sustain a colony of cockroaches. The Commissaryman is responsible to see that the mess cook follows all sanitary practices.
4. Action.
  - a. Waste disposal
    - (1) Glass, metal, wood, paper, and coffee grounds are the only items that are to be placed in the garbage can.
    - (2) All food stuffs are to be placed in the garbage disposal and immediately disposed of. (Exceptions: Scraps are collected for the station dogs at each meal to be placed in their dish immediately after the meal. During scheduled meals, the disposal is run only when it becomes full or immediately after the meals.)
  - b. Storage
    - (1) No food shall be left exposed except during actual preparation and consumption.
    - (2) Food and drink are not permitted in the cubicals. (Exception: Food received through the mail if kept in sealed containers.)

LORSTA SOUTH CAICOS INSTRUCTION NO.8-63

(3) All food in the refrigerator will be covered tightly with wax paper. (Exception: fresh whole fruit.)

(4) No food is permitted in watch room.

(5) Open tin cans shall not be placed in the refrigerator. Their contents shall be placed in covered bowls, pitchers, or plastic containers, whichever is most appropriate.

(6) Milk, or any other containers that may leak, shall be placed on the trays provided for that purpose.

c. Dishes and utensils

(1) They are to be rinsed immediately of all food stuffs and stacked neatly in the sink to be washed.

(2) Sharp knives and pointed utensils shall not be placed in the sink with the other utensils.

d. The griddle, countertops, and tables will be thoroughly cleaned of grease and crumbs after each use. This is especially stressed for holidays when personnel prepare their own BRUNCH.

e. Noncompliance with these rules or any rules posted will necessitate access to food only at specified meal periods.

5. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard



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LORSTA SOUTH CAICOS INSTRUCTION NO. 9-63

Subj: Physical Fitness Program

1. Purpose. To promulgate station policy concerning the physical fitness program to be followed at this unit.
2. Discussion. All personnel under 40 years of age, unless they are medically excused, are required to participate in this program. The best method of maintaining physical fitness is in a voluntary program of your own choice. Those personnel who maintain themselves at a high standard of fitness, as evidenced by their quarterly tests, will have to participate in only a token portion of this program. A high standard of physical fitness is particularly desirable in personnel at isolated stations because the absence of outside help places a premium on strength and endurance in emergencies.
3. Directives Affected. All previous letters to all hands on physical fitness are hereby superseded and cancelled.
4. Action
  - a. On the third weekend of the last month of each fiscal quarter, the physical fitness test will be conducted for all hands. The current Commandant's or District instruction will be used as a guide for the proper execution of the required exercises.
  - b. Each man's score will be recorded on the form in current use. Each exercise will be rated with the correct graduated achievement standards. (Unsatisfactory, Satisfactory, Good, Excellent, Outstanding.) All required exercises will be averaged using the following standards and an overall rating will be obtained:
    - (1) Outstanding - 5
    - (2) Excellent - 4
    - (3) Good - 3
    - (4) Satisfactory - 2
    - (5) Unsatisfactory - 0



LORSTA SOUTH CAICOS INSTRUCTION NO. 9-63

c. Averages

- (1) A person receiving an overall average of 5.0 is not required to attend any special exercise periods.
- (2) A person receiving an overall average of 4.0 or above is required to attend one exercise period a week.
- (3) A person receiving an average of 3.75 or above is required to attend two periods a week.
- (4) A person receiving an overall average of 3.5 or above is required to attend three exercise periods a week.
- (5) A person receiving an overall average of 3.0 or above will be required to attend four exercise periods a week.
- (6) Any person receiving below 3.0 will attend exercises daily.
- (7) Any person receiving one unsatisfactory will repeat the test every weekend until satisfactory achievement is attained.
- (8) Any person with more than one unsatisfactory will be required to participate in a special program set up by the Commanding Officer.

d. The Commanding Officer shall publish a station Notice after each quarterly test showing the days that each person is required to attend. Any person scheduled for a watch or sleeping-in from a watch is required to make up the period during the week either before or after the scheduled sleep-in or watch. The Commanding Officer or Senior Petty Officer present will conduct the exercises.

e. The following list of exercises is a minimum for each exercise period:

- |                      |                                    |
|----------------------|------------------------------------|
| (1) Clap straddle    | 25                                 |
| (2) Bend and stretch | 25                                 |
| (3) Pushups          | 15                                 |
| (4) Situps           | 25                                 |
| (5) Deep knee bends  | 10                                 |
| (6) Squat jumps      | 10                                 |
| (7) Double time      | To gate and around perimeter road. |

LORSTA SOUTH CAICOS INSTRUCTION NO. 9-63

f. Any person who is overweight shall be required to participate in special exercises, or a diet, and maintain a weekly weight chart with the Commanding Officer.

g. Enclosure one (1) shows the required weight standards and enclosure two (2) shows the graduated achievement scale for exercises.

5. Effective Date. This instruction is effective 20 June 1965.

JOHN A. SCHMIDT

Dist: Standard

Encl: (1) Required Weight Standards  
(2) Graduated Achirvement Scale

ENCLOSURE (1) TO LORSTA SOUTH CIACOS INSTRUCTION NO. 9-63

REQUIRED WEIGHT STANDARDS

Height: (inches)	Weight: (pounds)	
	Minimum:	Maximum:
64	112	160
65	116	165
66	120	170
67	124	175
68	128	181
69	132	192
70	136	195
71	140	197
72	144	203
73	148	209
74	152	214
75	156	219
76	160	225
77	164	230
78	168	235

Minimum Height - 64 inches  
Maximum Height - 78 inches  
Minimum Chest expansion - 2 inches



ENCLOSURE (2) TO LORSTA SOUTH CAICOS INSTRUCTION NO. 9-63

GRADUATED ACHIEVEMENT SCALE

Event:	Satisfactory	Good	Excellent	Outstanding
<u>Full Ups</u>				
Ages 17-25	4-8	9-12	13-17	18 or above
Ages 26-33	4-6	7-9	10-13	14 or above
Ages 34-39	3-5	6-8	9-11	12 or above
<u>Push Ups</u>				
Ages 17-25	20-25	26-31	32-39	40 or above
Ages 26-33	18-23	24-28	29-34	35 or above
Ages 34-39	15-18	19-26	27-31	32 or above
<u>Sit Ups</u>				
Ages 17-25	30-37	38-50	51-81	82 or above
Ages 26-33	27-33	34-45	46-69	70 or above
Ages 34-39	25-30	31-40	41-59	60 or above
<u>Jump and Reach</u>				
Ages 17-25	15-17	18-21	22-26	27 or above
Ages 26-33	14-16	17-20	21-24	25 or above
Ages 34-39	13-15	16-18	19-22	23 or above
<u>Standing Broad Jump</u>				
Ages 17-25	6'8"-6'11"	7'0"-7'8"	7'9"-8'5"	8'6" or above
Ages 26-33	6'6"-6'8"	6'9"-7'4"	7'5"-8'0"	8'1" or above
Ages 34-39	6'4"-6'7"	6'8"-7'0"	7'1"-7'10"	7'11" or above
<u>300 Yard Shuttle Run</u> (Time in seconds)				
Ages 17-25	60-56	55-53	52-47	46 or under
Ages 26-33	62-58	57-55	54-51	50 or under
Ages 34-39	64-60	59-56	55-52	51 or under
<u>Stationary Run</u> (Full counts in 3 minutes)				
Ages 17-39	200-260	261-295	296-360	361 or over

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LORSTA SOUTH CAICOS INSTRUCTION NO. 10-63

Subj: Shore Patrol

1. Purpose. To promulgate station policy concerning the duties of a regularly assigned Shore Patrol for liberty parties.
2. Directives Affected. All previous station instructions on Shore Patrol are hereby superseded and cancelled.
3. Discussion. A Shore Patrol for liberty parties was requested by the local government and coincided with station policy of insuring good relations with local inhabitants plus having available a duty driver. The Shore Patrol derives his authority directly from the Commanding Officer and, as his representative, will conduct himself accordingly. He is responsible for the conduct of the liberty party and will insure that they are a credit to the Coast Guard. Regardless of rate, all men are subject to orders issued by the Shore Patrol in performance of his duties.
4. Action
  - a. The assigned Shore Patrol shall:
    - (1) Be a petty officer.
    - (2) Familiarize himself with all local laws, customs, and regulations.
    - (3) Prior to being assigned as a Shore Patrol, spend a minimum of one hour discussing these topics with a member of the local police force.
    - (4) Insure that no violations are committed by men attached to or visiting this station.
    - (5) Assure that the liberty party treats local people with respect at all times.



LORSTA SOUTH CAICOS INSTRUCTION NO. 10-63

- (6) Assume authority over only personnel attached to this unit.
- (7) Be friendly and courteous when dealing with local officials or inhabitants.

b. Specific duties:

- (1) Uniform will be tropical white or dress white.
- (2) Prior to departing station, inform the Commanding Officer or Senior Petty Officer of those persons departing on liberty.
- (3) Draw liquor out of the Liquor Locker for those persons desiring and entitled to same.
- (4) Log persons out on the status board in the watch room.
- (5) Upon arrival in town, report to the police station how many men will be on liberty that evening.
- (6) At the expiration of liberty, the Shore Patrol shall have all men board the liberty vehicle. (Any man who is not in the vehicle at the expiration of liberty shall be reported to the Commanding Officer the following morning.)
- (7) He will then proceed to the police station and report the liberty party's departure from town.
- (8) Upon return to station, he shall report to the watch room, correct the status board, and log in.

5. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard



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LORSTA SOUTH CAICOS INSTRUCTION NO. 11-63

Subj: Paint Locker

1. Purpose. To promulgate station rules on use of the paint locker.
2. Action.
  - a. A non-rated man shall be placed in charge of the paint locker.
  - b. The paint locker shall be kept locked except during use, daily ventilation, and inspections. Window over door will be kept open at all times.
  - c. A quarterly inventory shall be made during the second week of the last month of each fiscal quarter and submitted to the Senior Petty Officer as an aid in determining the subsequent quarter's requirements.
  - d. Prior to using any paint, whether or not the item being painted is changing color, the Senior Petty Officer shall check the paint and color manual to assure compliance.
  - e. Specific rules:
    - (1) Punch holes in the inside rim of can before stirring paint.
    - (2) Try not to obliterate the markings on the side of the can.
    - (3) All spills shall be cleaned up immediately.
    - (4) Paint thinner cans shall be tightly closed when not in use.
    - (5) Provide proper ventilation when using paint or thinners.
    - (6) When securing paint can, be sure lid is firmly in place.
    - (7) When securing brushes, be sure they are thoroughly cleaned and hung on the paint brush racks.

LORSTA SOUTH CAICOS INSTRUCTION NO. 11-63

3. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard

[www.loran-history.info](http://www.loran-history.info)

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Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 12-63

Subj: Aircraft Detail

1. Purpose. To promulgate station policy concerning procedures to be used when a Coast Guard aircraft is scheduled to arrive at the airstrip.

2. Action.

a. The aircraft detail will consist of:

- (1) Commanding Officer or his representative
- (2) Corpsman
- (3) Engineman
- (4) Electronics Technician

b. Specific duties:

- (1) Corpsman
  - (a) Ensure that the mail gets on the truck and then on the plane.
  - (b) Ensure that First Aid Kit is on the truck.
  - (c) Immediately prior to plane's arrival and departure, drive length of the runway to ensure that no animals are in the vicinity that will wander in front of the aircraft.
  - (d) Check all incoming invoices against supplies received. Assure that incoming mail is removed from the plane.
- (2) Engineman
  - (a) Ensure that the truck and trailer are ready to depart for the airstrip.
  - (b) Ensure that all outgoing freight is on the truck. (See Commanding Officer.)



LORSTA SOUTH CAICOS INSTRUCTION NO. 12-63

(c) Ensure that windsock and fire bottles are on the truck.

(d) Take charge of one of the fire bottles during starting and securing of aircraft's engines.

(e) Help load and unload aircraft.

(3) Electronics Technician:

(a) Check out FM radios prior to departure for airstrip.

(b) Attempt to establish contact with the station 15 minutes prior to aircraft ETA.

(c) Take charge of one of the fire bottles during starting and securing of the aircraft's engines.

(d) Help load and unload aircraft.

c. General procedure:

(1) Senior Petty Officer is responsible to see that the island authorities are notified at least 24 hours prior to aircraft ETA.

(2) The watch will inform San Juan that they are switching to guard 5695.5 KCS one hour prior to aircraft ETA.

(3) The aircraft detail will depart for the airstrip 35 minutes prior to ETA.

(4) On return to station, commissary stores are to be checked in by the Commissaryman. Exchange items are to be checked in by the Exchange Operator. The mail will be placed in the station office for distribution and all other packages will be placed on the Commanding Officer's porch to be checked in and distributed by the Commanding Officer.

3. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard

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USCG Loran Station  
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c/o CCGD7, 51 S. W. First Ave.  
Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 13-63

Subj: Recreation gear, use of

1. Purpose. To promulgate station rules in order that maximum life may be derived from recreation gear.

2. Action.

a. Pool Table

- (1) Do not sit on or rest weight on pool table.
- (2) Store pool balls in ball rack when not in use.
- (3) Place cue sticks in cue rack when not in use.
- (4) Clean up excess powder on table or deck.
- (5) Do not place or throw objects on the pool table.
- (6) Do not throw balls across the table.

b. Miscellaneous Recreation Gear.

- (1) Assigned storage areas shall be kept neat at all times.
- (2) All gear shall be cleaned and returned immediately after use.

3. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

Dist: Standard



Commanding Officer  
USCG Loran Station  
South Caicos Island, B. W. I.  
c/o CCGD7, 51 S. W. First Ave.  
Miami, Florida 33130

LORSTA SOUTH CAICOS INSTRUCTION NO. 14-63

Subj: Station Small Craft

1. Purpose. To promulgate station policy concerning the safe use of small craft attached to this station.
2. Directives Affected. All previous instructions on small craft are hereby superseded and cancelled.
3. Discussion. The small craft assigned to this unit are strictly for recreational purposes. The sailboat shall not go beyond the limits of the eastern side of the station and shall stay in close proximity to the shore. Any other boats attached to this unit shall under no circumstances go out beyond the reef. Destination for each trip shall be specifically authorized by the Commanding Officer or, in his absence, by the Senior Petty Officer. Swimming in these waters is not recommended as station policy because of the sharks, barracuda, and other forms of sea life. Personnel lacking any diving experience shall be checked out by the station's most experienced diver.
4. Action.
  - a. Before using boats:
    - (1) Check hull, rigging and any other working parts.
    - (2) Assure that sufficient lifejackets, first aid kit, anchor, bailing bucket, oars or paddles, and emergency kit are on board.
  - b. Specific rules for sailboat:
    - (1) No less than two persons or more than three.
    - (2) There will be no skindiving, fishing, or swimming from the sailboat.
    - (3) If any rigging malfunctions, return to station to repair.
    - (4) Lower all sails if you desire the outboard to assist you. Fire a flare for emergency assistance.



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c. Specific rules for outboard:

- (1) No less than three nor more than six persons.
- (2) When swimmers are in the water, the boat shall be anchored and at least one person shall remain on board.

d. Coxswain:

- (1) The senior member of the boat party who has been qualified to operate the boat shall be designated as coxswain. He is responsible for the safety of the boat and compliance with all rules.
- (2) He shall report to the Commanding Officer or Senior Petty Officer and also assure that the boat party is checked out on the status board in the watch room.
- (3) Extreme caution will be used in these waters because of the coral formations.
- (4) One man will be posted in the bow at all times when the motor boat is underway. When sailing the crew member shall act as a lookout.
- (5) Assure that all persons on board other than Coast Guard personnel have filled out a Liability Release (CG-2814) and that it is on file in the station office.

e. Qualification:

- (1) The Senior Petty Officer shall be responsible for qualifying men to use the station small boats.
- (2) Qualification can be rescinded for the remainder of a man's tour at the station for violation of good seamanship or any station rules.

f. General:

- (1) Boat recall is the lowering of all flags.
- (2) All boats will return immediately on the approach of a storm.
- (3) If a storm arises quickly and the power boat is distant from the station, the boat shall be beached. The boat shall return to the station immediately after the storm is over.
- (4) If a boat capsizes, stay with the boat. It is your greatest safety factor.

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(5) In case of any trouble requiring emergency assistance, use flares.

(6) The boats shall return to the station PRIOR to the evening meal.

g. Upon return to station:

(1) Report to Commanding Officer or Senior Petty Officer and bring status board up to date.

(2) Wash down boat and trailer.

(3) Perform necessary maintenance on the engine and enter all proper entries in the engine log.

5. Effective Date. This instruction is effective 20 June 1963.

JOHN A. SCHMIDT

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LORSTA SOUTH CAICOS INSTRUCTION NO. 15-63

Subj: Request Mast

1. Purpose. To prescribe the means whereby any member of the crew at this station may make any request, report, or statement to the Commanding Officer which he shall personally receive and consider.
2. Ref: (a) U. S. Coast Guard Regulations (CG-300)
3. Action
  - a. Time:
    - (1) Request mast will be held daily on working days in accordance with the plan of the day.
    - (2) This schedule shall not prevent a man from going directly to the Commanding Officer if the immediacy of the situation precludes waiting for the scheduled period.
  - b. Procedure:
    - (1) After the morning formation, advise the Commanding Officer that you desire a Request Mast in accordance with paragraph 7-1-12 of reference (a).
    - (2) Report at the scheduled time.
    - (3) The Commanding Officer will insure that it is private.
4. Effective Date. This instruction is effective 20 June 1963.

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LORSTA SOUTH CAICOS INSTRUCTION NO. 16-63

Subj: Motion Picture Operators; duties of

1. Purpose. To promulgate duties of motion picture operators.
2. Directives Affected. All previous station orders on duties of motion picture operators are hereby superseded and cancelled.
3. Action.
  - a. The senior rated man who is a qualified MPO shall be in charge of all MPO's. (Motion picture operators.)
  - b. The senior MPO shall assure:
    - (1) Strict compliance of all rules pertaining to projectors and film.
    - (2) That all incoming films are examined, rewound and repaired if necessary, as soon as practicable after receipt.
    - (3) That records are properly kept of the condition of each movie especially discrepancies noted when received.
    - (4) That all film leaving this command is properly spliced and reels taped.
    - (5) That the Commanding Officer is made aware of needed supplies at least six weeks in advance.
  - c. Each MPO shall:
    - (1) Show the movie on the night scheduled unless a suitable relief is found and the change is approved by the Commanding Officer.
    - (2) Have chairs set up for movie. Non-rated men shall be designated to perform this task.

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(3) After the movie is completed, have the mess deck policed and squared away.

(4) Make proper entries on movie records and secure film and projectors properly.

(5) Mark with tape any places in film that require to be mended after the picture is completed.

(6) Complete all splices immediately after showing the movie.

4. Effective Date. This instruction is effective 20 June 1963.

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LORSTA SOUTH CAICOS INSTRUCTION NO. 17-63

Subj: Small arms, use of

1. Purpose. To promulgate station policy for the use of small arms.
2. Directives Affected. All previous station orders on the use of small arms are hereby superseded and cancelled.
3. Discussion. This station has an allowance of small arms and small arms ammunition for both training and recreational purposes. Permission to bring aboard privately owned weapons and ammunition may also be granted by the Commanding Officer.
4. Action.
  - a. All small arms and ammunition will be kept in the station armory, the keys to which shall remain in the possession of the Commanding Officer or Senior Petty Officer.
  - b. Firing:
    - (1) Will be done only by personnel who hold current qualification letters.
    - (2) Will be done only on the station range or areas specifically designated by the Commanding Officer.
  - c. Weapons:
    - (1) Clean and replace after every use.
    - (2) Report any malfunctions to Commanding Officer.
  - d. Rules:
    - (1) All safety rules shall be strictly adhered to.
    - (2) All cleaning rules will be followed.



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(3) Ascertain that expended ammunition is accounted for in armory log.

e. The Senior Petty Officer shall designate one person to be in charge of keeping the armory records and assure that guns are properly cleaned weekly.

5. Effective Date. This instruction is effective 20 June 1963.

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STATION PHOTOGRAPHS





