U.S. Department of Transportation
United States Coast Guard

Commanding Officer
USCG LORAN Station
Kure Island

FPO San Francisco
96619-ØØØ6

5ØØØ
15 February 1989

LETTER OF PROMULGATION

From: Commanding Officer, Coast Guard Loran Station Kure Island
To: Distribution

Subj: ORGANIZATION AND REGULATION MANUAL FOR USCG LORAN STATION KURE ISLAND

Ref: (a) USCG Regulations Manual (COMDTINST M5ØØØ.3)
(b) CCGD14 OPLAN No. 1-(YR)

1. PURPOSE. This letter promulgates the eighth revision of the Organization and Regulations Manual for USCG LORAN Station Kure Island.

2. DIRECTIVES AFFECTED. This manual is effective upon receipt and supersedes all previous revisions.

3. AMENDMENTS. Subsequent amendments to this manual shall be promulgated by the Commanding Officer as necessary. Applicable entries shall be entered in sequence in the Record of Changes, and the transmittal letters shall be retained in the front of this manual.

4. ACTION. All personnel assigned to this unit shall read and completely familiarize themselves with the contents of this manual, and shall be held accountable accordingly.

J. S. SCHNEIDER

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RECORD OF CHANGES

DATE ENTERED	CHANGE NO & DATE	ENTERED BY (SIG)

TABLE OF CONTENTS

SECTION I

GENERAL INFORMATION

A. GEOGRAPHY AND CLIMATE.

1. Kure Island, more accurately Kure Atoll, is an oval shaped atoll, 5 nm at its maximum diameter. It is located at the extreme northwest end of the Hawaiian Archipelago. Although it is nearly 12ØØ nm from Honolulu, it is part of the State of Hawaii and the city of Honolulu. The weather here is very tropical. The temperature varies between 6Ø and 1ØØ degrees with an average humidity of about 8Ø%. Occasionally a thunderstorm will provide some rain. The average annual rainfall is about 43 inches and the wind is generally from the east at about 12 knots.

2. As Kure Island is a Hawaiian Wildlife Refuge, the station is charged with the responsibility of monitoring the ecological status of Green Island and the surrounding lagoon. Birds, turtles and seals are not to be disturbed.

B. HISTORY. The following information is furnished, courtesy of the Smithsonian Institute, Washington, D.C.:

CAPTAIN KURE, a Russian navigator, is said to have discovered the Atoll, but no authentic account of this is available. The British ship GLEDSTANES, commanded by CAPTAIN BROWN, was wrecked on the weather side of the reef on 9 July 1837. The whole ship's company lived on Green Island until 15 December 1837. Then, CAPTAIN BROWN and eight seaman sailed east-southeast in a schooner which they built from fragments of the wreck. After many hardships, they reached Honolulu, and through the help of the British Counsel, a vessel was sent to Kure which brought off the rest of the officers and crew. On 24 September 1842, the American whaleship PARKER was also wrecked on Kure, the crew being rescued in similar manner in May 1843.

In the history of Kure, the most remarkable shipwreck was that of the USS SAGINAW. This vessel had been sent to Midway in March 187Ø with a party of divers and engineers who were to dredge a passage through the reef into the lagoon. After $5Ø,ØØØ, appropriated by the United States Congress, had been spent and with the work only partially done, the plan was abandoned. Before returning to San Francisco, CAPTAIN SICARD decided to visit Kure to see if there had been any more shipwrecks on the island. The night of October 28-29 was clear and the wind fair, as the SAGINAW steamed slowly across the intervening 5Ø miles, planning to arrive at daybreak. A

short time later, the lookout sighted breakers ahead, and the engines were started in reverse; but within a few minutes, the steam connection burst, and in a very short time, the helpless vessel had drifted onto the east reef. The waves pounded so hard that soon the hold was full of water, and at Ø5ØØ, word was passed to abandon ship. All of the 93 members of the crew and dredging party made shore safely, but comparatively little was salvaged from the ship before she broke up except some water soaked food and a small boiler which later was used for distilling water. LT TALBOTT and a volunteer crew of four, two of whom were divers, set off in the specially decked and fitted Captain's gig. They made the voyage to Kauai in 3Ø days, after incredible suffering, having encountered three severe gales in which they lost their oars and provisions. They were so weak that in trying to get ashore near Hanalei, the boat capsized and all but the coxswain, William HALFORD, were drowned. He succeeded in getting word to Honolulu, so that through the kindness of the Hawaiian Government, the steamer KILAUEA was dispatched on 26 December. This vessel reached Kure on 3 January 1871, and brought the remainder of the party safely to Honolulu on the 14th.

The DUNNOTTAR CASTLE, a British ship, was wrecked on Kure 15 July 1886. The crew managed to reach Kauai by boat, but several lives were lost in making a landing. As a result of this, KING KALAKAUA sent COLONEL J. H. BOYD as his special commissioner to Kure. On 2Ø September 1886, he took possession of the island, then called Moku Papapa, for the Hawaiian Government. The King caused a rude house to be built on the island, with tanks for holding water and provisions for any unfortunates who might be cast away there. The provisions were stolen within a year, and the house soon fell into ruins.

The Provisional Government of Hawaii leased the island to the North Pacific Phosphorate and Fertilizer Company for 25 years from February 1894, but no extensive guano digging was done.

Kure was one of the islands acquired by the United States on 7 July 1898, when Hawaii became a territory. In April 19Ø9, it was made part of the Hawaiian Islands Wildlife Reservation.

On 24 April 1961, at 131Ø local time, the 82 foot tug PORT OF BANDON radioed the station that she had dragged anchor and was aground on the reef inside the landing on the southeast side of the reef. This tug, owned by the Trans-Pacific Towing Company of Vancouver, Washington, had been engaged in the LORAN Station construction. At 1315, both station 16 foot outboard motor boats were

launched to assist, but four of the five man crew of the tug came ashore in a life raft, the engineer remaining on board awaiting orders from the owner. The tug, although hard aground and holed, was in no immediate danger. It was subsequently abandoned, however. Now it is an old rusted hulk, exposed scant feet above the water, but many undersea creatures have made it their home, and it provides for interesting snorkling.

At 1445 local time, 16 June 1961, the station was advised that MATS C-121 aircraft number 44Ø55, enroute Tachikawa AFB to U. S. Naval Station Midway was unable to land at Midway due to inclement weather, and because of fuel shortage, would have to land at Kure. At 145Ø, the C-121, under the command of LCDR R. L. STOKKE, USNR, landed at Kure with 76 passengers and eight crewmen. Mattresses were placed on the floor of the Commanding Officer's and Chief Petty Officers' quarters to provide overnight berthing for the nineteen women and six children aboard the aircraft. Around the clock food preparation was begun in the galley. The following day, with improved weather conditions, USCG C-123 aircraft 547Ø5 brought fuel to Kure, and in conjunction with the aircraft from U. S. Naval Station Midway, began airlifting passengers back to Midway. At the completion of refueling, all aircraft departed without incident. During the visit, a total of 168 extra meals and 5Ø gallons of coffee were served. The Commanding Officer was LTJG J. J. MULDOON, USCG, the station's first Commanding Officer.

There was another emergency landing in 1966 when a Boeing 7Ø7 was forced to land. These people were berthed and fed also, until the next day when they were shuttled to Midway, and the 7Ø7 took off for Midway with minimum fuel and crew.

The most mysterious shipwreck in the history of Kure Atoll occurred in February 1976. On Tuesday, 3 February, the Japanese fishing vessel HOUEI MARU NO. 5 tied up to the pier at U. S. Naval Station Midway, seeking medical assistance for a crew member who had been injured while the ship was at sea. The following morning the HOUEI MARU NO. 5 got underway for fishing grounds about 19Ø miles east northeast of Kure. The worst storm of the season in that area occurred on 4 February.

On Friday, 6 February, while on a routine logistics flight from Naval Station Midway, the C-117 flight commander sighted the wreckage of the HOUEI MARU NO. 5 hard aground on the reef three miles north of Kure. A full scale search for survivors was initiated immediately and involved both Naval and Coast Guard

personnel. After 13 days, the search was abandoned without a clue as to the fate of any of the 17 crewmen.

On 24 February, the Commanding Officer LTJG BRATTON, HM3 MARTIN, SN SNIDER, and SN ROBINSON boarded the vessel in an attempt to find survivors or clues that would aid in solving the mystery. Legal documents, charts and personal diaries were among the items found in the water tight bridge section of the ship.

C. AWARDS. LORAN Station Kure Island received the Coast Guard Meritorious Unit Commendation "for meritorious service from 12 February 1977 to 1Ø February 1978 while engaged in providing LORAN navigational service in the Central Pacific Ocean." Kure was again awarded the Meritorious Unit Commendation on 31 December 1982, 2Ø December 1985, 25 March 1986 and 5 October 1988.

UNIT ORGANIZATION

D. Unit Mission. LORAN Station Kure Island is under the administrative and operational control of Commander, Fourteenth Coast Guard District. As a LORAN (Long Range Aid to Navigation) Station, our primary mission is to provide LORAN-C service throughout the Central Pacific with the other two LORAN transmitters on Johnston Island and Upolu Point. The three stations make up the 499Ø Central Pacific LORAN-C chain with Johnston Island the master and Kure and Upolu Point the secondaries.

E. UNIT ORGANIZATION CHART.

COMMANDING OFFICER
(LTJG)

SENIOR TECHNICAL OFFICER
(CWO)

ELEC DEPT ETC	ENG DEPT MKC	ADMIN DEPT
Elec Ops	Power Plant	Supply
Elec Maint	AC & R	Medical
Comms	Sanitary Sys	Commissary
MARS Prog	Fresh Water System	
	Vehicle Maint	
	Small Boats	
	Station Grounds	

F. UNIT ORGANIZATION.

1. COMMANDING OFFICER. In accordance with USCG Regulations (COMDTINST M5ØØØ.1), the Commanding Officer is responsible for the overall operation, organization and administration of the unit, the facilities and equipment entrusted to him, and the health, safety and well being of the personnel assigned to the unit. While various duties may be delegated to assist him to this end, his responsibility is absolute and may not be delegated. In addition to his responsibilities under USCG Regulations, CG-222-4 (Radio Aids to Navigation), Chapter 2, pp 57-59, delineates responsibilities dealing dealing directly with LORAN C operations. The Commanding Officer will assume the following collateral duties:

   a. Command Security Officer.

   b. CMS Custodian.

c. Educational Services Officer.

d. Morale Fund Custodian.

e. Postal Officer.

2. SENIOR TECHNICAL OFFICER. The Senior Technical Officer (STO) is the second in the chain of command, responsible for the material readiness of the electronics equipment assigned to the unit and for the administration of the electronics material maintenance program. He should be kept informed and be familiar with all aspects of station organization and operations. He is guided in the performance of his duties by CG-222-4 which shall include the following:

a. Maintaining continuous transmission of LORAN signals at the proper rate and with the proper envelope shape and cycle phase.

b. Providing information concerning the capabilities, limitations and reliability of the electronic equipment installed.

c. Collecting and disseminating technical instructions and directives applicable to the maintenance and repair of installed electronic equipment.

d. Make or cause to be made, frequent inspections and tests of equipment and ensure that timely repair or adjustments to the equipment are made (subject to authorization) as may be required.

e. Responsibility for the overall coordination of the technical maintenance program and ensuring standardized methods and procedures are prescribed for all electronic personnel.

f. Ensuring that the allowance of replacement spare parts for the maintenance of electronic equipment is adequate to support the unit's assigned mission and remains current.

g. Coordinating the modification, electrical alterations, field change instructions and improvement programs.

h. Maintaining ERPAL files and LORAN logs.

i. Require all electronics personnel and LRE watchstanders to be familiar with current safety directive and EIMB in the Electronics Maintenance Manual (COMDTINST M1Ø55Ø Series). Insure that all safety procedures are strictly observed at all

times. Ascertain that all safety equipment is in proper working order and in a readily accessible location.

j. Be familiar with current safety directives, COMDTINST M1Ø55Ø.13 and EMIB (General), Chapter 3. Observe proper safety procedures at all times. Report any unsafe conditions or safety violations.

k. Assist the Commanding Officer in the general administration of the unit and execution of station routine.

l. Enforce all station policies and regulations.

3. ENGINEERING DEPARTMENT.

a. ENGINEERING ORGANIZATION.

SENIOR MACHINERY TECHNICIAN (MKC)

MACHINERY (MK1)	ELECTRICAL (EM1)	DECK FORCE (DC2)
MK3		LEADING SEAMAN
FN/FA		SN/SA

b. SENIOR MACHINERY TECHNICIAN (SMT). The Engineering Officer is the Engineering Department head. He is responsible for the material condition of the station. This includes the care, operation and maintenance of all machinery, air conditioning and refrigeration, fuel, water and grounds. He shall attempt to accomplish those repairs which are within the capabilities of the Engineering Department. When such repairs are beyond their capabilities, he shall take necessary action(s) for them via appropriate external facilities. He shall inform the Commanding Officer, as soon as practicable, of any equipment casualties within his department and the estimated time of repair. He shall be guided in the performance of his duties by the applicable sections of Chapter 6 of the USCG Regulations and CCGD14 Pub 6. The SMT is responsible for all reports and records required by CCGD14 Pub 6 and will maintain:

(1) Equipment operation instruction manuals.

(2) Station blueprints and plans.

(3) Engineering Standing Orders.

(4) Permanent vehicle records.

(5) Generator Daily Log sheets.

(6) Generator Lube Oil sheets.

(7) Fuel and water soundings.

(8) Fire extinguisher test and inspection records.

c. MACHINERY. The Machinery shop is supervised by the MK1 and is responsible for:

(1) Generators and all mechanical equipment in the generator room.

(2) Vehicles, heavy equipment and attachments and garage.

(3) Washing machines and dryers.

(4) Pump House and equipment within.

(5) Fuel tanks and lines.

(6) Fresh water, sanitary and fuel systems.

(7) Gasoline, diesel and water tanks.

(8) Boats, motors and trailers.

(9) Refrigeration and air conditioning systems.

(1Ø) Maintenance of all portable equipment.

(11) Reverse osmosis system and salt water bladders.

(12) Watchstander schedules.

d. DECK FORCE. Deck Force is supervised by the DC2 and is responsible for:

(1) DC Shop, warehouse and transient quarters.

(2) Sewage system including the septic tank, cesspool and brackish water well.

(3) Trash dump.

(4) Paint locker.

(5) Pier and runway.

(6) Station grounds.

(7) Fire Fighting equipment.

e. Electrical maintenance is the responsibility of the EM1, and he is accountable for:

(1) All electrical systems, alternators, motors and electrically driven or heated equipment.

(2) Vehicle and main generator starting and charging systems.

(3) Switch boards and electrical distribution panels.

(4) Routine checks and maintenance of Pyrotechnics fire detection/alarm system.

4. ELECTRONICS DEPARTMENT.

a. ELECTRONICS ORGANIZATION.

SENIOR TECHNICAL
OFFICER (CWO)

ELECTRONICS
DEPARTMENT
HEAD (ETC)

LORAN
TRANSMITTERS
(ET1)

LORAN TIMING
AND CONTROL
(ET2)

ET3'S

COMMUNICATIONS
(ET3)

b. ELECTRONICS DEPARTMENT HEAD. The Electronics Department Head shall carry out his duties in accordance with Chapter 6, Part 3 of USCG Regulations (COMDTINST M5ØØØ.3), as guided by the STO and is responsible for:

(1) Supervise all preventative and corrective maintenance to all electronics equipment.

(2) Ensure all Electronic Maintenance logs, forms and EICAM reports are properly filled out and submitted to the STO every Friday.

(3) Make monthly work lists for all work to be completed during the month and give copy to the STO a week before the month.

(4) Ensure that visits to the Transmitter Building at least twice daily by the Duty ET.

(5) Supervise training and ensure a high level of expertise in all watchstanders.

(6) Check and initial transmitter reading sheets and pulse analysis forms daily.

(7) Ensure all technical manuals, APLs, and field changes are up to date and complete for all equipment.

(8) Ensure all test equipment is functioning properly and a history of calibration is maintained.

(9) Be familiar with all current safety directives, M1Ø55Ø.13, Chapter 3 and EIMB (General) Chapter 3. Observe safety procedures of all assigned ET's. Correct all violations immediately making sure all are informed of the correct practice. Report all unsafe conditions or safety violations to the unit Safety Officer.

(1Ø) Ensure all antenna inspections and any meggar readings are conducted and recorded at required intervals.

(11) Review all LRE, COMMS, and transmitter PM sheets for completeness. Any abnormal readings or checks are to be routed to the STO.

(12) Ensure all electronic spaces are properly secured at the end of the work day.

(13) Have a thorough knowledge of all watchstanding procedures, casualty recovery drills and general watchstanding requirements.

(14) Have a thorough knowledge of all LRE and COMMS Room alignments and transmitter PM procedures.

(15) Keep the STO informed of all equipment status, failures and abnormalities.

(16) Ensure that the Cesium Readings are recorded every Wednesday.

5. SUPPLY DIVISION. The Storekeeper (SK1) shall carry out the duties of the Supply Officer, Exchange Officer, and Property Officer and shall be guided in his duties in accordance with the units required publications and directives. The SK1 is responsible for:

a. Management of the Satellite Exchange, ordering of goods through the parent exchange, conducting monthly physical inventory of the exchange, preparing monthly status of Satellite Exchange report, and providing security for exchange inventory and receipts.

b. Assist in the preparation of the unit budget, account for the obligation of unit funds, submit changes to the Unit Financial Management Plan (UFMP), provide weekly fund status/balance reports to the Commanding Officer and division heads.

c. Manage all aspects of logistical support for the unit. (ie. commercial procurement, milstrip requisitions, receipting for material, preparing necessary shipment documents for government material, etc.).

d. Carry out the duties of Property Officer per paragraph I-G-2 of this instruction.

e. Assist personnel with the following:

(1) Matters pertaining to pay and allowances

(2) Counseling regarding PCS/TAD travel allowances and preparation of necessary documents, assist with the preparation of travel claims.

(3) Counseling regarding shipments of unaccompanied baggage, household goods, P.O.V.'s, and preparation of necessary documents.

6. COMMISSARY DIVISION. The senior Subsistence Specialist (SS1) shall be designated the Food Services Officer and is responsible for the efficient operation of messing and commissary matters. The SS1 shall direct and supervise the junior Subsistence Specialist (SS3) and the messcook. The SS1 shall be familiar with and comply with the Comptroller's Manual (COMDTINST M4Ø61.3), Chapter IV, Subsistence, Food Service Practical Handbook (COMDTINST M4Ø61.4) and Food Service Sanitation Manual (COMDTINST M624Ø.4). The SS1 shall be responsible for the following:

a. Ensure that the menu, sanitary posters, and safety posters are posted in the vicinity of the messdeck at all times.

b. Ensure that all safety procedures are adhered to and all hands using the galley are instructed as to the proper safety precautions.

c. Update and verify the economical operation of the galley on a daily basis.

d. Ensure cleanliness, sanitary and equipment condition of the galley, food storage area and messdeck and notify the SMT of any problems with the equipment.

e. Regulate the working hours and duties of the mess cook including publishing the mess cooks specific duties and clean-up responsibilities.

f. Maintain the commissary files, records, inventory control systems according to the Subsistence Manual (COMDTINST M4Ø61.3) and ensure that there are adequate food inventories onboard at all times. Commissary items are ordered through CG Air Station Barbers Point.

g. Ensure that the station has sufficient quantities of quality food stuffs to meet normal requirements and most emergencies which may arise.

h. Conduct Physical Inventories personally as required.

i. Ensure proper rotation and turnover of supplies keeping a balanced stock of supplies and prevent excess accumulation of food stuffs in the food preparation areas.

j. Inspect and inventory all receipts for proper quantity, infestations and quality. Note and survey all inedible food items immediately.

k. Verify the nutritional adequacy of menues and the preparation, service and conservation of food.

l. Prepare, maintain and keep all required reports, files and records and ensure their timely submission.

m. Be in direct charge of the galley.

7. MEDICAL DIVISION. The Corpsman (HS1) assigned to this unit is responsible for the following:

a. HEALTH SERVICES OFFICER. This is the primary function of the HS1 and includes the following:

(1) Provide emergency medical treatment and administer proper medication to all who require medical attention.

(2) Immediately notify the Commanding Officer and the Safety Officer of any serious injury or illness that results in more than a one man-day loss and determine whether outside care may be required (ie. MEDIVAC).

(3) Be constantly aware of the sanitary condition of the unit making daily rounds of the galley and common spaces in the barracks. Immediately report any unsafe or unsanitary conditions to the Safety Officer and the Commanding Officer.

(4) Maintain a vigorous preventive medicine program for the unit.

(5) Oversee and maintain the purification process of the stations potable water system being continually aware of the status of all holding tanks. Keep the Senior Machinery Technician informed of which holding tanks can be placed on-line.

(6) Maintain sickbay, medical equipment and supplies ensuring that adequate materials are on hand at all times.

(7) Ensure strict accountability of all controlled medical items including all injectable materials and that supplies and records are kept updated.

(8) Ensure all medical publications are current and up to allowance.

(9) Maintain supply and stock control system for all medical supplies and equipment.

(1Ø) Maintain all health and dental records.

(11) Conduct MARS phone patches Monday through Friday.

b. ADMINISTRATIVE ASSISTANT. The HS1 shall be responsible for official publications, directives, filing system, inventory of forms, routine station typing, providing clerical assistance to the Commanding Officer and maintaining the station office in a neat and clean condition.

G. PERSONNEL ALLOWANCE AND PRIMARY DUTY ASSIGNMENTS. Specific duty assignments are covered in KUREINST 16Ø1.1(series). The current personnel allowance is as follows:

		AUTHORIZED	BILLET
1.	Officers:	1 - LTJG	CO
		1 - CWO	STO
2.	Enlisted:	1 - ETC	O-1Ø1
		1 - MKC	E-1Ø1
		1 - EM1	E-1Ø3
		1 - ET1	O-1Ø2
		1 - HS1	A-1Ø3
		1 - MK1	E-1Ø2
		1 - SK1	A-1Ø1
		1 - SS1	A-1Ø2
		1 - DC2	E-1Ø4
		1 - ET2	O-1Ø3
		3 - ET3	O-1Ø4,1Ø5,1Ø6
		1 - MK3	E-1Ø5
		1 - SS3	A-1Ø4
		2 - FN/FA	E-1Ø6,1Ø7
		3 - SN/SA	E-1Ø8,1Ø9,11Ø

H. COLLATERAL DUTIES. These duties shall be assigned by the Commanding Officer. For guidance in the performance of these duties, Chapter 6, Part 12 of the USCG Regulations, pertinent publications and the below descriptions shall be used. The following collateral duties will assigned in writing through KUREINST 16Ø1.1(series):

1. NARCOTICS AND CONTROLLED SUBSTANCES CUSTODIAN. In the absence of a Medical, Pharmacy or Dental Officer aboard Kure, a Commissioned Officer is assigned as custodian for controlled drugs and materials as directed by Article 8-F-2, USCG Medical Manual (COMDTINST M6ØØØ.1). All items held by this unit requiring strict accountability will be accounted for by the Controlled Substances Custodian and stored in a locked space. The custodian will be responsible for ensuring that proper prescriptions accompany all depletions in controlled inventory. He will supervise the HS1 in ensuring that expired items are replaced and destroyed properly.

2. PROPERTY OFFICER. Comptroller Manual Vol III (M44ØØ.13) states that the Commanding Officer is responsible for the custody, care, preservation, and proper use of all property assigned to and acquired by the unit under his command. He shall designate a Property Officer in writing as per USCG Regulations. The Property Officer shall be responsible for accountability of the plant property for the unit. He shall be relieved of these responsibilities when it has been issued to an authorized property custodian and a signed custody receipt received. The Property Officer will be held accountable for the maintenance of all property records until the property is properly disposed of, expended, or transferred to another Property Officer.

3. SAFETY OFFICER. The Safety Officer shall ensure that an active and pertinent safety program is maintained aboard this unit. His duties shall include, but not limited to the following:

   a. Execute and administer all details of the accident prevention program to include all operations of the unit, including recreational, all personnel aboard the unit, including visitors or temporary personnel and all activities of the command.

   b. Adapt safety directives, regulations and suggestions from higher authority for local conditions and prepare and keep current activity safety rules.

   c. Maintain all required safety records including complete records of all accidents. Make comprehensive analysis for accident prevention purposes of all accidents involving personnel or equipment of the unit or incident to the activities of the unit. Prepare reports of accidents required by higher authority and.

   d. Conduct periodic inspections of the unit to observe practices and procedures, to review operating and training instructions, to recommend corrective action where indicated, and to eliminate or control accident causing conditions or principle hazards.

   e. Conduct monthly safety board meetings to discuss the overall safety program and take necessary actions indicated by inspections and general observations of the board members.

4. CLASSIFIED MATERIAL CONTROL OFFICER (CMCO). The CMCO is responsible for the accountability, stowage, use and security of all classified material held by the unit. He shall keep current emergency destruction procedures, maintain all classified holdings and ensure that the materials are only issued to those who have adequate security access and a need to know. The CMCO shall be guided by the USCG Security Manual (COMDTINST M55ØØ.11) and also serve as the Unit Security Manager.

5. TRAINING OFFICER. The Training Officer shall be responsible for the implementation of the unit training program. On a monthly basis, the Training Officer shall submit a monthly training schedule that (at a minimum) meet the requirements stated in CCGDFOURTEEN SOP (1-YR). This will ensure that the unit maintains an acceptable training level. The Training Officer will maintain an accurate record of the unit training program and keep the Commanding Officer advised of its status.

6. MARS STATION SUPERVISOR. LORSTA Kure is an active member of the Military Affiliate Radio System (MARS), which is a military oriented amateur radio network. The availability of the MARS station enables vital phone patch capabilities with District 14 and other units. The MARS Supervisor shall be responsible for the training of qualified operators, maintenance of the equipment and the general administration of the station according to current MARS and NAVAL communication directives.

7. EDUCATIONAL SERVICES OFFICER. The Educational Services Officer (ESO) is responsible for the overall administration of and for providing the most up-to-date information concerning educational opportunities available to this unit. The ESO shall administer the off duty tuition assistance programs, non-resident training program and assist in proper and timely submission of school applications for schools. The ESO shall be guided by current instructions from the Coast Guard Institute, the Personnel Manual (COMDTINST M1ØØØ.6) and the Training and Education Manual (COMDTINST M15ØØ.1Ø).

8. MORALE FUND CUSTODIAN. The Morale Fund Custodian is responsible for all morale fund money and the overall operation of the Beer and Soda Mess. This includes the collecting and depositing of all money for Morale services. The Special Services Manual (COMDTINST M171Ø.6) will be used as a guide.

9. COMMAND CAREER COUNSELOR. The Command Career Counselor (CCC) will pass career information to the crew. The CCC will be available to counsel any member on individual career planning or answer any questions regarding benefits, education, re-enlistment bonuses, etc. The CCC is responsible for conducting reporting aboard, relad and re-enlistment interviews and will be guided by D14INST 1Ø4Ø.2.

1Ø. COMMUNICATIONS OFFICER. The Communications Officer (COMMS) is responsible for the material condition and proper functioning of the communications equipment. In addition, he is responsible for training in the equipment's use, ensuring proper communications procedures are followed by all users and that all logs are kept. Standard procedures and guidance for these duties are in the Telecommunications Manual (COMDTINST M2ØØØ.3A) and ANNEX PAPA to CCGDFOURTEEN SOP (1-YR).

11. COMMAND DRUG AND ALCOHOL ABUSE REPRESENTATIVE. The Command Drug and Alcohol Abuse Representative (CDAR) is responsible for the Subsistence Abuse Prevention Program at this unit. The representative shall encourage and

assist those crew members with drug abuse or alcohol problems to seek proper counseling and rehabilitation. Guidance in the performance of these duties can be found in Chapter 2Ø of the Personnel Manual (COMDTINST M1ØØØ.6).

12. EXCHANGE OFFICER. The Exchange Officer is responsible for the efficient operation and management of the station's Satellite Exchange. The NAFA Manual (Comptroller's Manual (COMDTINST M7Ø1Ø.5), Volume VII) and current instructions from the parent exchange shall be complied with.

13. MOVIE OFFICER. The Movie Officer is responsible for the Navy Motion Picture films, TWC (AFRTS-TV) tapes and equipment, and for the completion of all associated reports and messages. The Movie Officer shall ensure that all films and tapes are properly received, accounted for and shipped along with proper documentation. COMDTINST 171Ø.3 and applicable TWC publications will be used for guidance in these duties.

14. MASTER AT ARMS. The Master at Arms (MAA) is assigned to a responsible First Class Petty Officer. The MAA is responsible for the material condition and cleanliness of the barracks and surrounding areas and shall supervise assigned non-rates for the morning clean up of the barracks. The MAA shall make daily inspections of common areas ensuring the material condition and cleanliness is to standard. The MAA is responsible for room assignments, bedding and linen, and ensuring tnat cleaning supplies are well stocked.

15. KEY CONTROL OFFICER. The Commanding Officer shall act as Key Control Officer and is responsible for maintaining proper accountability and custody for all keys of the station's building and spaces. The CO shall prescribe means for issuing and maintaining custody control and shall maintain the master key locker.

16. POSTAL CLERK. The Postal Clerk is responsible for operating the station post office in accordance with OPNAVINST 5112.1B and U. S. Postal Regulations. The Postal Clerk shall become familiar with OPNAVINST 5112.1B and carry out duties in accordance with it and current regulations.

17. C3 SYSTEMS MANAGER. The C3 Systems Manager will be responsible for the upkeep of the system in accordance with all written directives.

18. COMTAC PUBLICATION CONTROL OFFICER. The Operations Officer shall be designated as the COMTAC Officer and shall be responsible for all COMTAC Publications. He

shall be guided in his duties by the COMTAC Publications Index (COMDTINST M2600.1) and all other applicable regulations and directives.

I. BOARDS AND COMMITTEES. The following boards and committees will be maintained aboard Kure Island:

1. SAFETY BOARD. The Safety Board will consist of all department heads, STO, and CO and will be presided by the Unit Safety Manager. The Safety Board is responsible for keeping the station's Unit Safety Program current, effective and responsive to the unit's needs. The Safety Board will meet on a monthly basis and the minutes will be passed to the crew.

2. TRAINING BOARD. The unit Training Board will consist of all departments heads, XO, and CO and will be presided by the Training Officer. The Training Board will discuss long term training programs, schedule required exercises and training, and ensure that the unit is maintaining an acceptable level of readiness.

3. NARCOTICS AND CONTROLLED SUBSTANCES INVENTORY CONTROL BOARD. Individually appointed by the Commanding Officer, the members of this board shall conduct a monthly physical inventory of all narcotics and controlled substances on board the unit and report any discrepancies to the Commanding Officer. The inventory will be conducted in accordance with the USCG Medical Manual (COMDTINST M6000.1).

4. MORALE FUND AUDIT BOARD. Appointed in writing by the Commanding Officer, the member(s) of this board will audit the Morale Fund at least semi-annually in accordance with the Special Services Manual (COMDTINST M1710.6).

5. WATER SAFETY QUALIFICATION BOARD. This board is responsible for ensuring that all personnel participating in water activities are familiar with KUREINST 5100.2(series) and COMDTINST 16114.6 and are abiding to them, especially the requirements for sail and power boat operations.

J. OFFICER AND CHIEF PETTY OFFICER ASSIGNMENTS. These duty assignments will be made through KUREINST M1601.1(series).

K. SUCCESSION TO COMMAND. In accordance with Coast Guard Regulations (COMDTINST M5000.3), in the event of incapacity, death, relief from duty or absence of the Commanding Officer, the Senior Technical Officer shall assume command. In the event the Senior Technical Officer cannot assume command, the Electronics Department Head, Engineering Department Head or next senior person will assume command in that order.

L. SYSTEM OF UNIT DIRECTIVES. Pertinent unit directives shall be periodically issued in the form of Kure Instructions. They provide a means of maintaining up to date command policy without major change to this manual. They serve to pass matters of interest in safety, education, station regulations and policy, standards of performance and conduct, and any other items that are not covered by this manual.

SECTION II

ADMINISTRATIVE OPERATION BILLS

A. DAILY ROUTINE. The following is the routine of the day unless otherwise published in the Plan of the Week:

1. Workday routine:

Normal Hours

Ø7ØØ	Reveille
Ø715	Breakfast
Ø745	Breakfast secured
Ø755	Muster in work spaces
Ø8ØØ	Colors, turn to station work
1130	Noon Meal
1230	Quarters
1235	Training/turn to station work
1545	Secure from work
16ØØ	Open Galley
19ØØ	Galley secured for clean-ups
22ØØ	Galley secured

2. Saturday, Sunday and Holiday routine:

Ø8ØØ-19ØØ	Open Galley
22ØØ	Galley secured

3. Training exercises, drills, instructions and special evolutions will be published on a monthly basis as part of the Unit Training Program.

B. ELECTRONICS DOCTRINE.

1. Electronics Department billet structure and titles are as follows:

O-1Ø1 ETC - Electronics Department Head.
O-1Ø2 ET1 - Senior LRE and Communications Technician.
O-1Ø3 ET2 - Tranmitter Building Supervisor
O-1Ø4 ET3 - As Assigned.
O-1Ø5 ET3 - As Assigned.
O-1Ø6 ET3 - As Assigned.

a. If there is no ET1 assigned, the ETC will assume the duties of Senior Transmitter Technician.

b. If there is no ET2 assigned, the next senior petty officer with GSB-9ØØ training will assume duties of Senior LRE and Communications Technician.

c. The duties of the Electronics Department Head are outlined in chapter I.

2. Duties of Senior Transmitter Technician include but are not limited to:

a. Oversee all transmitter preventative and corrective maintenance performed.

b. Insure all maintenance logs are completed and submitted to the Electronics Department Head every Friday morning.

c. Submit a list of required repair parts to the STO via the Electronics Department Head every Monday afternoon or as practical. Priority requests shall be submitted upon occurrence.

d. Insure that the Transmitter Building is kept clean and free and all safety hazards.

e. Keep the Electronics Department Head informed of any Transmitter Building abnormalities.

f. Insure proper safety practices are taught and carried out by all personnel.

g. Keep technical manuals up to date, ensure field changes file is current at all times and maintain files on any other information relevant to the equipment in the Transmitter Building.

h. Review transmitter readings log at the end of the workday. Ensure that the transmitter balance between tubes is less than 10% and side to side balance is less than 5%.

i. Ensure there is at least a three month supply of general consumables are on hand at all times.

3. Senior LRE and Communications Technician duties include but are not limited to the following:

a. Oversee all preventive and corrective maintenance performed in the Timer and Communications rooms

b. Ensure all preventive maintenance is performed and all readings and checks are within specifications. Any unusual readings shall be investigated and repaired immediately and the Electronics Department Head and the STO informed of action taken.

c. Submit a list of required routine repair parts to the STO via the Electronics Department Head every

Monday afternoon. Priority requests will be submitted as they occur.

d. Keep the Electronics Department Head informed of all LORAN and Communications abnormalities as soon as possible.

e. Ensure all safety practices are taught and complied with.

f. Keep technical manuals up to date, ensure field changes file is current at all times and maintain files on any other information relevant to the LORAN and communications equipment.

g. Ensure there is at least a three month supply of general consumables are on hand at all times.

4. The following collateral duties may be assigned at the discretion of the Electronics Department Head:

a. Test Equipment Petty Officer.

b. EICAM Petty Officer.

c. General Message Petty Officer.

5. The Test Equipment Petty Officer will:

a. Ensure that all semi-annual meter and scope calibration checks are completed in a timely manner.

b. Perform monthly external cleaning of all test equipment.

c. Inform Electronics Department Head of any malfunctioning test equipment.

6. The EICAM Petty Officer will submit all EICAM operational failures for the preceding month to the STO via the Electronics Department Head on the first day of the following month.

7. The General Message Petty Officer will file all general messages at the end of every week, log the general message number on the log sheet and request from COMMCEN any required messages not received.

C. LORAN WATCHSTANDER BILL.

1. LORAN Watchstander. The responsibilities of the LORAN Watchstander are to monitor and maintain the basic parameters of the LORAN and communications equipment, correct, when able, any discrepancy, deviation or

abnormality in operations. The Watchstander shall notify the Electronics Department Head, STO or Commanding Officer immediately where a casualty is beyond their trouble shooting or authority to correct. Specific responsibilities are:

a. Have a thorough working knowledge of CG-222-4 and all relative directives.

b. Possess a thorough working knowledge of the station's LORAN and Communications equipment and each individual component of the system.

c. Monitor all local parameters and make adjustments as necessary to maintain operations within the prescribed tolerances.

d. Insert timing corrections as directed by the control/monitor station or COCO.

e. Notify the ETC and STO under the following minimum conditions:

   (1) Any abnormality condition.

   (2) Any casualty situation which is beyond watchstanders abilities.

   (3) Any failure which occurs to any LORAN or Communications equipment.

f. Take immediate action to correct any casualty condition affecting the LORAN Signal.

g. Maintain the LORAN Log in accordance with CG-222-4 and current publications and directives.

h. Guard communications frequencies as directed by radio net control.

i. Obtain daily time ticks during System Sample.

j. Watchstanders shall be constantly aware of instructions pertaining to the watch and any special events which may occur during the course of the watch.

k. Fire Procedures:

   (1) When the alarm activated, the LORAN watchstander shall immediately locate the source of the alarm and silence the bell without resetting the alarm.

(2) Pipe the location of the alarm with the pipe "Fire, Fire, Fire, Fire alarm activated in (give location), all hands report to fire billets, all hands provide. Fire, Fire, Fire alarm activated in (give location)" and proceed to fire billet upon relief.

l. The following are the minimum markings for the chart recorders:

(1) Beginning of LORAN day and end of roll:

(a) Date

(b) Station name and rate assignment.

(c) Data being recorded.

(d) Operate timer and transmitter.

(e) Control method.

(f) Watchstanders initials.

(2) Other chart markings:

(a) Changes in equipment status on affected charts

(b) Equipment checks, adjustments (LPA and ETA) on affected tracks.

(c) Clearly indicate whenever data may not be valid and include reasons if known (whether man-made interference, etc.)

(d) Any unusable time (blink, off-air) on all charts including cause, time and duration.

m. The following is a list of minimum requirements for LORAN watchstanders:

(1) Message board to Commanding Officer by Ø745.

(2) Log all radio transmissions from this unit, including those with no response.

(3) Clean-ups to be completed by 16ØØ including:

(a) Remove all coffee cups, dishes, etc from the Comms room and Timer room.

(b) Sweep, police and stow all loose gear in the Comms Room, Timer Room and Passageway.

(c) Police the ET Shop and OPS Head area.

(4) Inform ETC or STO of any and all abnormal equipment readings, equipment malfunctions (including linear phase recorder time advances) or multiple overloads by the Operate Transmitter.

(5) Update the status board whenever any changes take place.

(6) Remain in the Comms Room or Time Room area at all times while in watched mode.

(7) Inform the Duty ET whenever the operate transmitter overloads.

(8) At 22ØØ, check all charts and linear phase recorders for adequate paper and that the pens have enough ink to last the night.

(9) Check all charts, EPA, SAU, Scope, Phase Resolvers, Linear Phase Recorders and teletypes at least once an hour.

(1Ø) All immediate or operational messages (except milstrip, routine weather messages and CASREP/SORTS messages from other units) will be relayed to the CO or STO as soon as possible.

(11) File all incoming and outgoing message traffic sorted by date-time-group that has been signed off.

(12) Remember, as the LORAN Watchstander, you are responsible for LORSTA Kure. If anything is abnormal, or if you (as the watchstander) are not sure as to the required action to be taken -- contact the duty ET.

(13) Watchstander relief. The following shall be checked by all watchstanders oncoming and offgoing:

(a) LORAN logs for completeness.

(b) Previous 24 hours of strip charts.

(c) Incoming and outgoing message files.

(d) Comms Room cleanups completed.

(e) W/S information sheets.

(f) Status board updated.

(g) Linear phase recorders and strip chart times are correct.

(h) WWV time tic and set clocks.

(i) All outgoing messages sent (after proper release).

(j) If any of the above have not been completed, do not relieve the watch or you will be responsible for them. Inform the Electronics Department head of any discrepancies.

(k) Watch will be relieved in the Timer Room. Log exact time of relief, not the standard 1745Z entry.

(14) Be familiar with current safety directives, COMDTINST M1Ø55Ø.13 Chapter 2 and EIMB (General) Chapter 3. Observe proper safety procedures at all times. Report any unsafe conditions of safety violations to the Unit Safety Officer (STO).

2. DUTY ELECTRONIC TECHNICIAN: The following is a list of requirements for the Duty Electronics Technician.

a. Investigate any and all reports of equipment failures or abnormalities.

b. Be available at all times during non-working hours to answer any questions the watchstander may have.

c. The Duty ET is required to be within audible range of all station alarm systems. The Duty ET is not allowed to go to the beach without a proper relief.

d. The Duty ET is responsible for taking transmitter readings on off hours.

e. The Duty ET will ensure tower lighting is checked once a night between 21ØØ and 22ØØ.

f. Clean and square away the ET Shop at the end of the workday. The LRE watchstander shall hold clean up in the ET Shop if the Duty ET is unable to do so.

g. Be familiar with current safety directives, Electronics Manual (COMDTINST M1Ø55Ø.13), Chapter 2 and EIMB, Chapter 3. Observe proper safety procedures at all times. Report any unsafe

conditions or safety violations to the ETC and the unit Safety Officer.

3. COMMUNICATIONS WATCH.

a. In addition to the LORAN watch, the LORAN Watchstander is responsible for the Communications Watch. All watchstanders shall be familiar with the following publications and directives:

(1) Radiotelephone Handbook (CG-233-2).

(2) Coast Guard Telecommunications Manual (COMDTINST M2ØØØ.3).

(3) Kure Organization and Regulations Manual.

(4) Kure Instructions.

b. No traffic, either formal or informal, received or transmitted shall be disclosed or discussed with unauthorized personnel at any time. The watchstander shall be responsible for all traffic during his watch and shall ensure messages are correct and quickly and efficiently routed for action. The Commanding Officer shall be notified immediately of the following:

(1) All operational and immediate traffic, except routine weather, milstrip or CASREP/SORTS messages from other units.

(2) Any Distress call or traffic.

(3) Any messages dealing with the logistics flights.

(4) If immediate action is required by the message.

(5) When in doubt call the Commanding Officer.

c. Specific Message Handling Instructions.

(1) INCOMING INFORMAL. These are generally service messages not requiring immediate action. Ensure that the information is passed to those requiring action on the message in a timely manner. Hard copy is not always required, but will be on request.

(2) OUTGOING FORMAL. All outgoing messages shall be released by the Commanding Officer or other designated releasing official. Ensure proper format of the message and that it is sent in a timely manner.

(3) DISTRESS TRAFFIC. Notify the Commanding Officer and the STO immediately. Complete the Distress Check-Off list posted in the COMMS Room. This is to be done with the utmost care and speed. Do not sacrifice accuracy for speed. Relay the information to COMMSTA Honolulu and Midway. Formal message traffic will follow. Additional guidance in contained in Chapter 18 of the Telecommunications Manual (COMDTINST M2ØØØ.3A).

d. PERSONAL MESSAGES. All personal messages will be routed to the Commanding Officer immediately upon receipt. No copies of the message will appear on the message board. Follow the routing instructions of the CO. Place a page in the message files with the DTG of the message with MESSAGE IN COMMANDING OFFICER FILE. All personal messages will not be discussed in any way with anyone unless directed to do so by the Commanding Officer or the individual involved.

D. ENGINEERING WATCHSTANDERS BILL.

1. ENGINEROOM WATCHSTANDER. The Engineroom watchstander shall carry out his assigned watch in accordance with the current Engineering Standing Orders, Engineering Night Orders and as follows:

a. The Engineroom watchstander shall be responsible for all power generator readings hourly. He will make inspections and check to ensure the proper operation of the equipment. This includes, but is not limited to the generator sets, reefers, A/C units, sanitary and water pumps and any other on-the-line equipment.

b. Being the first response to any generator casualty, the Engineroom watchstander will have an intimate knowledge of casualty control of the generators. Response has to be immediate and effective to minimize the down time of our LORAN Signal.

c. All watches will immediately close all windows and doors in the engineering spaces and vehicles when it rains. The watch is responsible for ensuring that the station roof scuppers are free of debris and clear to accept fresh water during rain.

d. Ensure that the spaces used during the watch are cleaned and secured. This includes hobby projects carried on in the various shops.

e. Be familiar with current safety directives, Electronics Manual (COMDTINST M1Ø55Ø.13), Chapter 2 and the Electronics Installation and Maintenance

Books (EIMB), Chapter 3. Observe proper safety procedures at all times. Report any unsafe conditions or safety violations to the MKC and the unit Safety Officer.

f. It is the duty of the watchstander to report any and all unusual or abnormal circumstances immediately to the Engineer of the Watch (EOW) or the Senior Machinery Technician (MKC).

2. ENGINEER OF THE WATCH (EOW). The Engineer of the watch is responsible for the overall performance of the stations machinery and equipment. He shall ensure that the provisions of the Engineering Standing Orders, and other pertinent directives and station policy are carried out. The EOW will respond to all alarms during the watch. He will be continually aware of all engineering equipment status and ensure that all logs are properly completed.

E. WATCHSTANDER QUALIFICATION BILL. The LORAN, Duty ET, Engine room and EOW will be designated in writing by the Commanding Officer. This designation will be based on a written recommendation from the senior watchstander and Department Head. Prior to recommendation for qualification, the Department heads will personally ensure that their watchstanders are fully and completely qualified in all aspects of the watch and capable of handling any casualty that may arise. This level of expertise shall be accomplished through on-hands training, break-in watches, reading applicable publications, completion of qualification sheets, testing and any other training deemed necessary by the senior watchstanders. Under no circumstances shall a person be place on an unsupervised watch without the written authorization of the Commanding Officer.

F. COMMUNICATIONS BILL. This bill is intended to outline the radio communications capabilities and responsibilities of this unit. Communication procedures shall be carried out in accordance with the following references:

1. USCG Telecommunications Manual (COMDTINST M2ØØØ.3A)

2. Radio Frequency Plan (COMDTINST M24ØØ.1B)

3. Annex P, CCGD14 SOP 1-(YR)

a. Communication Station Honolulu (NMO) exercises control over Coast Guard radio frequencies and circuits within the CGD14. The Central Pacific LORAN-C Chain communications net includes LORSTA's Johnston Island (NOR, net control) and Upolu Point (NRO5) and Kure Island (NRO7) and MONSTA Kaneohe.

b. The LORAN Watchstander operates the communications gear, guards the required frequencies and maintains the communications logs in accordance with the above references. Current frequencies and tuning settings shall be kept updated and conspicuously posted in the COMMS room.

G. SUPPLY BILL.

1. UNIT FINANCIAL MANAGEMENT PLAN (UFMP). The UFMP is a management tool used by the unit and district program/support managers to properly budget and control unit optar funds. It is vital that department heads provide accurate forecasts of financial needs for the development of the upcoming fiscal year optar. Specific guidance for the preparation and maintenance UFMP can be found in Annex D to CCG14 SOP.

2. PROCUREMENT. All procurement documents, (ie. milstrip, brown sheets, servmart requests, etc), will be routed through the department head responsible for the applicable project account. The Commanding Officer will have final approval on all procurement requests and forward approved requests to the supply officer for final action.

3. PERSONAL PROPERTY. Unit property custodians will ensure the accountability, preservation, maintenance and security for all (GP) property under their custodial responsibility. Upon relief as custodian, a joint inventory will be taken and any discrepancies noted on the custodians property report. Custodians will initiate reports of survey when required and forward them to the property officer.

H. PREVENTATIVE MAINTENANCE BILL. This bill is intended to provide general guidelines and minimum requirements for preventative maintenance aboard this unit. This bill is in no way intended to be exclusive and is not an accurate representative of the overall preventative maintenance program. Department heads are to maintain work schedules to be completed monthly including long term items requiring SSMR's. All department heads shall maintain a continuous preventative maintenance program within their departments. The following is a brief listing for minimum preventative maintenance items to be completed.

1. DAILY:

a. HS inspection of galley and mess deck.

b. MAA inspection of barracks.

c. Potable water test by HS.

d. Engineering Daily check-off sheet.

e. Generator lube oil viscosity tests.

f. Potable water soundings.

2. WEEKLY:

a. Potable water tank tests by HS.

b. CO's Material Inspection.

c. Engineering weekly check-off sheet.

d. Inspection of installed CO_2 system.

e. Generator starting battery checks.

f. Sounding of all Fuel and Gasoline tanks.

g. Operational testing of all combustion engines (bi-weekly).

3. MONTHLY:

a. Engineering monthly check-off sheet.

b. Megger readings.

c. Septic tank soundings.

d. Fire extinguisher checks.

e. Test and inspection of Fire Alarm system.

f. Health and Sanitation inspection by HS.

4. QUARTERLY: Fire Safety Inspection.

5. SEMI-ANNUAL:

a. Weigh dry chemical fire extinguisher cartridges.

b. Weigh installed CO_2 system cylinders.

6. ANNUAL:

a. Test 10% of dry chemical fire extinguishers by actual use.

b. Perform hydrostatic testing of all CO_2 and dry chemical fire extinguishing systems.

I. CLEANING BILL. This bill is intended to provide the general area of responsibility for the cleanliness of the station.

1. Working Spaces. Working spaces assigned to the departments shall be cleaned and maintained by the respective departments. These areas shall remain clean and orderly, consistent with type of work performed in each space. All materials and articles shall be stowed when not in use. Buff decks where practical. Counter and workbench surfaces shall be wiped clean, as well as all machinery and tools. Windows and venetian blinds shall be cleaned inside and out as necessary. Department heads shall be directly responsible for the cleanliness and orderliness of their respective work areas.

2. Living Spaces. Living spaces are defined as personal rooms at this unit. All personnel assigned to Kure shall be individually responsible for the cleanliness of their own assigned living space.

3. Common Spaces. The MAA shall be responsible for the cleanliness and maintenance of all common spaces. This includes the rec deck, bar area, heads, ham shack, library, photo lab, and passageways. The MAA shall establish the individual cleaning assignments for this bill and shall supervise the assigned daily clean-ups.

J. INSPECTION BILL.

a. The Commanding Officer, Executive Officer, ETC, and MKC shall conduct a weekly thorough material inspection of the unit. Special notice shall be made of cleanliness, material condition, maintenance deficiencies, and potential safety hazards. Results of the inspection shall be promptly published and distributed to the department heads and all other personnel identified for action.

b. The Commanding Officer shall make periodic and unannounced inspections of all living spaces to ensure compliance with current regulations and all living spaces are properly maintained and conform to proper hygienic standards.

K. VEHICLE BILL. This unit is assigned one pickup truck, a forklift, and a front-end loader tractor. These vehicles are intended for use in maintaining the material condition of the unit, for transporting cargo to and from logistics aircraft, for transporting emergency fire fighting equipment, for transporting shall boats, and for transporting items throughout the station where required. The vehicles are not provided for use as recreational equipment and shall not be used as such. It is imperative that all station vehicles be

used and maintained in such a manner as to provide maximum useful service life and minimum repair costs.

L. SMALL BOAT BILL. This unit is assigned two 17 foot Boston Whalers and two trailers. The small boats are provided for SAR purposes first, with recreational boating, fishing, and water skiing secondary. The MKC shall be responsible for the maintenance of the boats, all outboard motors, and control accessories. He shall also be responsible for the training and qualification of all boat coxswains and shall maintain records, logs, and reports for all small boats as required.

M. TRAINING BILL.

a. The Training Officer is responsible for the execution of the unit training program. He shall ensure that all drills and training required by CCGDFOURTEEN SOP 1-(YR) are conducted as necessary, and that the unit maintains a satisfactory level of operational readiness. He will keep a folder of all training outlines for future reference.

b. Each department head shall be responsible for the training of all personnel in his department. He shall ensure that departmental training is carried out, and that proper training and progress records are maintained. They will keep a folder of all departmental training outlines for future reference. The Training Officer shall ensure that all departments pursue an active training program. He will provide assistance and guidance as required or necessary.

SECTION III

EMERGENCY ORGANIZATION

A. FIRE BILL.

1. The fire alarm system consists of manual pull fire alarms, heat and ionic detectors, an outside siren, and a control panel located in the signal power building. The siren is located on the south end of the signal power building roof and can be heard throughout the station grounds. The control panel is located outside the communications room in the signal power building, consisting of fire zone lamps, trouble and power indicators, trouble alarm, and reset controls. The entire fire alarm system, except the siren, is not dependent upon station power but operates off a bank of batteries which are on constant charge. During normal operations, all fire zone lamps on the control panel will be off. When the fire alarm sounds, one or more zone lamps will light.

FIRE ALARM ZONES FOR CONTROL PANEL:

Zone 1 - Timer Room, Comms Room, ET Workshop, Station Office, Paint Locker, EM Shop, Engineer's Storeroom

Zone 2 - Engine room, Garage, DC Shop

Zone 3 - Enlisted Barracks, Rec. Deck

Zone 4 - Galley, Mess Deck

Zone 5 - Officer/CPO Quarters, CO's Office, Sick Bay, Photo Lab, Ham Snack

In addition, a separate fire alarm system is installed in the transmitter building. An alarm bell and a separate zone indicator panel is also located outside the comms room in the signal power building.

FIRE ALARM ZONE FOR TRANSMITTER BUILDING:

Zone 1 - Transmitter 13

Zone 2 - Transmitter 14

Zone 3 - Storeroom

Zone 4 - Transmitter Room

Manual fire alarms are located throughout the station. Once a fire alarm is pulled, the case must be opened and the unit reset. The fire alarm system cannot be reset

until this has been accomplished. The fire alarm system can be activated by ionic and heat detectors located throughout the station. In addition to these detectors, the engine room, garage, and DC shop have photo-electric detectors.

2. The operational capabilities of this unit to respond to a fire on board is solely dependent upon early recognition and reporting of the fire. When a fire is discovered, no matter how small, the very first action to be taken is to sound the fire alarm. Then attempt to isolate the fire and fight it with whatever equipment is at hand until additional personnel arrive. It is imperative that the alarm be sounded and that the word is passed first. Otherwise, a small fire may get out of control because one man thought he could put it out without calling for assistance. If an alarm activates in an unoccupied space, all personnel will report to their assigned billet.

The structures of this station are relatively fireproof, being one story buildings and of concrete block construction. The contents of these buildings, however, contain highly combustible materials -- including the roofing structures, paint, doorway woodworkings, partitions, draperies, rugs, and nearly all articles contained within. The concrete block construction of the buildings is of little value to fire prevention, containment, or fighting. The concrete construction would more than likely ensure control of that space, but that the station buildings would be entirely unfit for use and of questionable further value.

Here, as in all applications, fire prevention is the essence of all fire fighting capabilities and the essential first steps to reducing fire hazards are all hands evolutions. This includes, in particular, stowage and use of all flammable liquids and other combustibles. The second necessity is educating all hands in the nature of fires and in proper fire fighting procedures.

In addition, the unit training program is established to provide specific training to reach and maintain a required level of proficiency in fire fighting organization and procedures.

a. THE CHEMISTRY OF FIRE. To fight fire, to overcome and contain it, and to really extinguish it, requires an understanding of the process which is known as fire. Fire is the extremely rapid oxidation of combustible materials accelerated by the presence of heat. In short, a fire requires three elements; oxygen, heat, and a combustible source. All materials are combustible. Their

difference being in the amount of heat, or ignition temperature required to produce fire. Some materials require great amounts of very intense heat -- such as some metals. Others require very little or no appreciable heat -- such as some flammable gases. Therefore, a knowledge of the type of materials burning is essential in fighting a fire.

(1) CLASS ALPHA. This is the most common of all fires. The fuel here is ordinary combustible materials, such as wood, paper products, linen, clothing, etc. These fires are generally fought by cooling with water.

(2) CLASS BRAVO. These fires are distinguished by the presence of flammable liquids burning, such as gasoline, diesel fuel, paint thinner, alcohol and so forth. Because of fluid properties, a flammable liquid which is not soluble in water will collect in pools and spread rapidly when water is applied. For this reason, cooling by water is usually not effective in fighting these fires. Here, the fires are smothered by CO2 or dry chemical extinguishers, sand, blankets, etc.

(3) CLASS CHARLIE. Any fire located in or around electrical equipment must be considered to be a CLASS CHARLIE fire, and fought accordingly. Water can obviously never be applied to a fire involving electrical equipment because of the potential shock hazard -- water being a conductor. CO2 is preferred with dry chemical as a last resort.

(4) CLASS DELTA. When certain metals are heated to their ignition temperature, a CLASS DELTA fire occurs. Because these metals have extremely high ignition temperatures, once they ignite, they perpetuate their own heat source. Because of the intensity of the heat, articles used to smother the fire might ignite instantly, and water is often turned to steam on contact. If at all possible, burning metals such as potassium, magnesium or sodium should be removed to a relatively safe place where they can burn themselves out without additional damage to other property. Otherwise, dry chemical is the preferred agent.

b. REMOVING THE ELEMENTS OF FIRE.

(1) Removal of fuel consists primarily of cutting off the source of the fuel or isolating and

preventing the fire from spreading to new fuel. This may be done by securing gasoline or diesel fuel line valves, removing combustibles, etc.

(2) Removal of heat, when circumstances permit, is best carried out by the use of water and water sprays. Cooling is the most common method of fire extinguishment and water is a cooling agent far superior to all others, and is usually available in large quantities. Another way of removing heat is by securing power to electrical fires. Routinely, electrical power should always be secured in the vicinity of any fire.

(3) Removal of oxygen is usually quite difficult, but several effective methods are available, such as CO2, chemical powders, chemical foam, light waters, steam, sand, dirt, etc., or merely confining the fire to a closed compartment and allowing it to burn up all its oxygen. The latter can be extremely dangerous, however, and should be considered only as a last resort.

(4) The following is a list of fire fighting agents and the class fire they have proven most effective against:

(a) Water, solid stream. Class A.

(b) Water, fog. Class A and B, C with question.

(c) CO2, Class B. Class C in confined areas.

(d) Chemical foam. Class B; Class A to a limited extent.

(e) Dry chemical. Class B; Class A to a limited extent and Class C as a last resort.

(f) Dry powder. Class D.

c. FIRE FIGHTING EQUIPMENT AND SYSTEMS. While the equipment and resources at this unit are not intended or adequate for fighting a large fire, they are more than adequate in meeting routine needs, provided an effective fire prevention program is maintained. The following equipment is available at this unit for fighting fires.

(1) Garden hose outlets and hoses are located at numerous locations throughout the station and are supplied by the station fresh water and brackish water systems, and are marked accordingly.

(2) Fifteen pound CO2 extinguishers are located throughout the station.

(3) There are 2 1/2, 5, 20, and 30 pound dry chemical extinguishers located throughout the station, plus one per small boat and vehicle.

(4) Two ansul carts (wheeled push type) containing 150 pounds of dry chemical agent and fifty feet of rubber hose with a three position nozzle are located in the engineroom and DC Shop.

(5) An automatic CO2 system is installed in the transmitter building for flooding the transmitter room with CO2, to quickly extinguish a fire and salvage as much equipment as possible. The system is fed from a bank of cylinders located outside the transmitter room. The system can be activated manually or automatically through the fire detection system. Because of the high sensitivity of the detectors, this system is normally kept in the manual operating mode. This allows evaluation of the extent of the fire.

(6) A tandem fire cart contains the required miscellaneous fire fighting equipment such as OBA kits, Scott air packs, asbestos fire entry suits, fire axes, entry tools, portable lights, etc.

d. PROCEDURES. When the fire alarm is sounded, personnel obtain fire's location from nearest sound powered phone, and report to designated station with assigned equipment.

(1) SCENE LEADER. The Scene Leader is responsible for the deployment of the station's fire fighting resources in order to bring the fire under control and eventually extinguish it. He shall personally direct the investigators and all personnel entering the fire area and that proper fire boundaries are set. He shall constantly advise the Commanding Officer of the extent of the fire, damage, and effect of fire fighting efforts. He will be consistently concerned with the safety of the fire fighting parties and shall not introduce any personnel to unnecessary hazardous conditions. Once the fire has been extinguished, he will deploy the fire fighting party to thoroughly overhaul the fire and assure himself that the fire has been effectively extinguished. The Scene Leader

shall then report to the Commanding Officer to brief him on the procedures used, the extent of damage, determine the cause of the fire, and recommend corrective action as appropriate.

(2) ASSISTANT SCENE LEADER. The repair party leader is responsible for ensuring that the fire fighting resources of the unit are at the disposal of the Scene Leader, including personnel and equipment. In this capacity, he shall also act as a safety observer to ensure that potentially hazardous conditions are recognized and that standard safety precautions are adhered to. He shall act as the communications link between the Commanding Officer and the Scene Leader if the Commanding Officer is not on-scene, and shall act as assistant Scene Leader as required. When the fire party has been secured, he shall supervise and ensure that all gear is cleaned and properly stowed ready for use. He shall not dismiss personnel until this has been accomplished, and shall report the same to the Commanding Officer.

(3) OTHER PERSONNEL. All other personnel shall carry out their assignments as directed by the watch quarter and station bill, or as otherwise directed by the Scene and/or Assistant Scene Leader(s).

3. FIRE BILL PERSONNEL ASSIGNMENTS.

BILLET	RATE	DUTIES	PROVIDE
CO	LTJG	Command	
STO	CWO	On-Scene Comms Take Muster	Radio
Ø-1Ø1	ETC	Comms Room, Comms Watch	
Ø-1Ø2	ET1	Comms Room, LORAN Watch	
Ø-1Ø3	ET2	#2 Nozzleman/ OBA	OBA Kit, Gloves Helmet (fire cart)
Ø-1Ø4	ET3	#1 Hose Tender	Hose and Lights
Ø-1Ø5	ET3	#2 Hose Tender	Hose and Lights
A-1Ø1	SK1	Crash Cart Leader	Crash Cart
A-1Ø2	SS1	Set Fire Boundary	#1Ø PKP
A-1Ø3	HS1	First Aid	First Aid Kit, Blankets
A-1Ø4	SS3	Assist A-1Ø2	Assist A-1Ø2
E-1Ø1	MKC	On Scene Leader	
E-1Ø2	MK1	Scene In- investigator	OBA Kit, Gloves, Helmet (from cart)

E-1Ø3	EM1	Secure Power to Affected Area	Electrical Kit, Lantern
E-1Ø4	DC2	#1 Nozzleman/ OBA	Air Pack
E-1Ø5	MK3	Engine Room Watch	
E-1Ø6	FA/FN	#1 Hose Tender	Ansul Cart
E-1Ø7	FA/FN	Energize Fire Pump	
E-1Ø8	SA/SN	Assist E-1Ø2	Ansul Cart
E-1Ø9	SA/SN	Assist E-1Ø2	Crash Cart
E-11Ø	SA/SN	Assist E-1Ø3	
X-1Ø1		Assist E-1Ø7	Radio to Pump House

All visitors, military and civilian, report to the Commanding Officer.

B. LORAN/POWER FAILURE.

1. In the event of a LORAN failure, the LORAN alarm will be activated immediately to inform all personnel of the failure. All electronics personnel shall report immediately to the Signal Power Building and await further instructions.

2. In the event of a power failure, the signal alarm will be activated immediately to inform all personnel of the failure. All engineering and electronics personnel shall report immediately to their respective areas and await instructions of their department head.

3. The department heads shall evaluate the situation and take necessary corrective actions. As soon as practicable, the department heads shall advise the Commanding Officer of the cause of the casualty, the extent of the casualty, estimated time of repair, and the effects on the operational capabilities of the unit.

C. HEAVY WEATHER AND TIDAL WAVE BILL.

1. HEAVY WEATHER. Kure does not lie in the area normally affected by typhoons, but infrequent tropical storms (called hurricanes in this area) do occasionally sweep the Hawaiian Islands. A hurricane threatens with high winds and high water. Personnel shall take shelter inside the strongest structure available. In the event of heavy weather warnings, the following action will be taken:

   a. Close all doors and windows and secure all storm shutters.

   b. Secure all boats, vehicles and portable equipment inside.

c. Rig lifeline between buildings.

d. Store all important equipment, supplies, food, spare parts, files and records as high as possible.

e. Remove all debris and missile hazards from vicinity of the station.

f. Weight down storage tanks' covers and secure water catchment valve.

g. Lower flagpole.

h. Break out foul weather gear.

i. Supply shelters with food and water.

j. Secure all unnecessary station power.

k. Take shelter. Use T passageway in barracks.

l. Maintain communications between shelter and comms room.

m. Secure discharge valves for potable water and sanitary tanks.

2. SEISMIC SEA WAVES (TSUNAMIS). Seismic sea waves are generated by disturbances on the ocean floor, such as earthquakes or volcanic eruptions. Every disturbance does not generate a sea wave; but when they are generated, they move outward in concentric circles from the point of disturbance at speeds of 4ØØ to 5ØØ knots. The occurrence of earthquakes or volcanic eruptions cannot be predicted, so any warning of the approach of a seismic sea wave is based on the travel time from the point of origin.

A seismic sea wave actually consists of many waves following a train. These waves have an interval of 15 to 4Ø minutes apart and may last for one or more days. At sea, in deep water, they are not noticeable, but in harbors and along shorelines they are often quite damaging. At these two later locations, the usual first indication of a seismic wave is a slight, virtually unnoticeable rise in the water level, followed by a noticeable recession in the water; or a recession, and then a rise. The next activity is usually quite noticeable, over-running the normal high tide mark on the shoreline and producing a strong tidal current in the harbors. The actual height of configuration of the shoreline and the gradient of the off-shore approach. Therefore, on the shoreline, the height and

destructiveness of seismic sea waves vary widely in areas of the same general vicinity. In harbors and at moorings, the force of the current and heights of the water are also variable, but are always severe. Tidal changes are abrupt, and occur at 15 to 40 minute intervals, depending upon the interval between the waves.

The Honolulu Observatory (HO), operated by the National Oceanic and Atmospheric Agency, maintains operational control of the seismic sea wave warning systems, detects earthquakes, request reports, determines earthquakes epicenters, evaluates sea wave reports, and issues warning information. HO cannot possibly issue ETA'S of waves for every point in the pacific, but they do furnish the position of the epicenter and the time of the disturbance. If the ETA for a specific location is not furnished, units must plot the disturbance's epicenter, determine the distance, and compute their own ETA.

Information from HO falls into the following three classes:

a. SEISMIC SEA WAVE ADVISORY. The advisory reports that an earthquake has occurred with the epicenter at a location expressed in latitude and longitude, at a certain time. They describe a certain intensity of the earthquake such that the creation of a dangerous sea wave is possible. Due to remoteness of the earthquake centers, several hours may elapse before there is an indication at a tide station which will provide sufficient information on which to base a seismic wave warning.

b. SEISMIC WAVE WARNING. This reports that an earthquake has occurred, with the epicenter at a location given in latitude and longitude, and of such intensity that a dangerous sea wave has been generated. A seismic sea wave warning may be issued without issuance of prior advisory by HO.

c. SEISMIC WAVE INFORMATION BULLETIN. This may be issued to report one of the following:

   (1) Change in ETA of sea wave at given location(s).

   (2) No sea wave has been generated. (Cancel advisory or warning.)

   (3) Continuation of alert status.

"All clear" status shall be assumed by all commands two hours after the ETA of the sea wave for the particular

locations, unless additional ETA'S have been issued, a sea wave has arrived and local conditions preclude, or units are directed otherwise.

d. UNIT ACTION. U. S. Naval Station Midway is a tidal station, and in the event of likely sea wave activity, this unit will be informed by either NAS Midway or Commander, Fourteen Coast Guard District. The action to be taken by the unit is identical to those actions taken in case of heavy weather, with the following exceptions:

(1) Take shelter. Use the roof of the barracks building over the T passageway.

(2) Continue LORAN operations unless information is received to the contrary or until tidal wave activity of possible destructive proportions is experienced.

(3) Under no circumstances shall personnel climb the LORAN antenna towers for purposes of implementing tidal wave evacuation.

(4) As in all emergency situations, the best defense is to remain calm. The histories of the Fourteenth District LORAN Stations provide factual data to support the conclusions that tidal waves are not expected to cause extensive damage or injury to personnel on LORAN station locations. elaborate evacuation procedures by boats during darkness are construed as more hazardous than the actions described herein.

(5) Any and all tidal wave activity shall be promptly reported by priority messages.

(6) All station personnel shall carry out their prescribed duties as assigned by the watch quarter and station bill, and as directed by the senior personnel. The emergency signal shall be utilized to alert personnel to the heavy weather and tidal wave bill.

3. HEAVY WEATHER AND TIDAL WAVE PERSONNEL ASSIGNMENTS.

BILLET	SHELTER	DUTY
CO	As Appropriate	Command
XO	As Appropriate	Alternate Command
Ø-1Ø1	Comms Room	Supervise Securing Electronics Spaces
Ø-1Ø2	Comms Room	Relive LORAN watch stander

Ø-1Ø3	As Appropriate	Secure Xmtr Building
Ø-1Ø4	Comms Room	Assist Ø-1Ø1
Ø-1Ø5	As Appropriate	Assist Ø-1Ø3
A-1Ø1	As Appropriate	Secure Barracks
A-1Ø2	As Appropriate	Distribute Emergency Water and Rations
A-1Ø3	As Appropriate	Distribute Medical Supplies
A-1Ø4	As Appropriate	Assist A-1Ø2
E-1Ø1	Log Office	Supervise Securing Engineering Dept Spaces.
E-1Ø2	Log Office	Secure Boats, Vehicles and Grounds
E-1Ø3	Log Office	Secure Unnecessary Electrical Power
E-1Ø4	As Appropriate	Secure storm shutters and water tank systems
E-1Ø5	ENG Room	Relive Eng. Watch, Assist E-1Ø1
E-1Ø6	As Appropriate	Assist E-1Ø4
E-1Ø7	As Appropriate	Distribute Life Jackets
E-1Ø8	As Appropriate	Assist E-1Ø4
E-1Ø9	As Appropriate	Assist E-1Ø2
E-11Ø	As Appropriate	Distribute Life Jackets
X-1Ø1	As Appropriate	As Directed
X-1Ø2	As Appropriate	As Directed

All visitors, military and civilian, report to the commanding Officer

D. RESCUE AND ASSISTANCE BILL.

1. GENERAL. Despite the limited rescue and fire fighting gear maintained at this unit, the effectiveness of this bill lies solely in maintaining a high level of readiness through periodic training, and the alertness and professionalism of all hands.

2. AIRCRAFT EMERGENCY. In the event of advance notification of an aircraft emergency such as forced landings, etc, the Rescue and Assistance Bill will be initiated. All personnel will report to their assigned billets. Fire entry personnel will don fire entry suits and breathing apparatus. All equipment available will be on the scene and communications will be maintained with the comms room. Once the emergencies are evident, the scene leader shall direct the fire/rescue party as appropriate.

3. VESSEL DISTRESS OR AIRCRAFT DITCHING. Any emergency witnessed within sight of the island will be responded to as weather and wave conditions permit, or as directed. NAF Midway and RCC Honolulu shall be notified immediately of the incident. The size of the boat crew

and rescue equipment on board will be determined by the circumstances and the discretion of the Commanding Officer. All equipment required for small boat operations will be on board. Radio communications will be maintained between the boat and comms room, and the Commanding Officer, if appropriate, and will be guarded at all times. The Commanding Officer will ensure that appropriate message traffic is initiated as required.

4. SMALL BOAT EMERGENCY. As required by the regulations governing the use of the station small boats, no smallboat will be launched unless a standby boat is in operational status and ready for launch. In the event that the small boat requires assistance, the CO and XO will be notified immediately, and the standby boat will be launched to render assistance as required.

5. RESCUE AND ASSISTANCE PERSONNEL ASSIGNMENTS.

BILLET	PROVIDE	DUTY
CO		Command
XO		Alternate Command
Ø-1Ø1	OPS Report	Comms Room Coordinator
Ø-1Ø2	Radio	Maintain Comms on scene
Ø-1Ø3		Relive LORAN Watch
Ø-1Ø4	Ansul Cart	Ansul Cart Operator
Ø-1Ø5	Ansul Cart	Assist Ø-1Ø4
A-1Ø1	Truck and Boat	Truck Driver
A-1Ø2		As Directed
A-1Ø3	First Aid Kit, Litter, Blankets	On scene first Aid
A-1Ø4		As Directed
E-1Ø1		Scene Leader
E-1Ø2		Boat Coxswain
E-1Ø3	Truck & Crash Cart	Crash Cart Operator
E-1Ø4	Scott Air Pack, Fire Suit	Air Pack Operator
E-1Ø5		Relive Eng. Watch
E-1Ø6	Truck and Boat	Assist A-1Ø1
E-1Ø7	Radio, Blankets, Life Jackets	Assist E-1Ø2, Boat Crew
E-1Ø8	Life Jackets	As Directed
E-1Ø9	Crash Cart	Assist E-1Ø3
E-11Ø		As Directed
X-1Ø1		As Directed
X-1Ø2		As Directed

All Visitors, Military and civilian, report to the commanding officer.

E. NBC DEFENSE BILL.

1. GENERAL. NBC defense procedures are those procedures designed to afforded maximum possible protection of personnel and property against nuclear, biological or chemical attack. The basic defense procedures for these attacks are primarily the same, and it is probable that any attack could involve one or more of these types.

a. NUCLEAR. When a nuclear detonation occurs, the hazards produced are the flash, shock and intensive heat from the blast, and contamination by radio substances transmitted by particles. The difference between nuclear detonation and conventional high explosives if, of course, the greater intensity of the blast and heat, and the radiological contamination. This consists of initial and residual contamination. Initial contamination occures only in the immediate vicinity of the blast, where the shock wave and heat are of such intensity as to override any effect of radiation in this area. Destruction of life and property in the blast area is complete. Residual radiation, nowever, is present in the particles scattered about by the detonation, which can travel in the atmosphere for considerable distances (depending on any number of factors), and will contaminate matter that it comes in contact with. Sand, rock, dirt, water, and other particles of larger sizes fall in the immediate vicinity of the blast. The finer particles will form clouds of dust or water vapor, and eventually will fall back to the earth as "fallout". These particles must be present to carry the contamination. Water itself will not become radioactive, but small particles suspended in the water may be released by a detonation and thereby carry the contamination.

b. BIOLOGICAL. Biological attacks are accomplished by introducing viruses and bacteria which are known to produce specific diseases or ailments such as typhus, malaria, polio, etc. These biological agents could be spread through the atmosphere of a small area, introduced into the water supply, food supplies, etc.

c. CHEMICAL. Chemical contamination is accomplished by the introduction of chemical agents which are known to have specific effects on vital systems of the body, such as nerve gases, irritants that affect the eyes, nose or skin, irritants that are inhaled into the respiratory system, etc. These agents could be spread in much the same manner as biological agents, however, have been used in the past nearly exclusively in gas bombs.

2. PROTECTIVE MEASURES. The most effective protection against nuclear, biological or chemical contamination is to prevent the contaminating particles or agents from coming in contact with the skin or being introduced into the body. Most radioactive fallout must be extremely close to the skin or in the body for fairly long periods of time in order to be effective.

3. PROCEDURES. In the event of NBC attack, the following procedures will be implemented:

a. CONDITION YELLOW. (Attack probable)

(1) DO NOT remove LORAN signal from the air.
(2) Secure all radio transmissions unless otherwise directed by NET control.
(3) Secure HAM radio station.
(4) Secure LORAN tower lights.
(5) Secure all outside lighting.
(6) Check NBC shelter and ensure they are completely stocked.
(7) Close all windows, storm shutters and doors.
(8) Weigh down water tank covers with sand bags.
(9) Move vehicles, boats and portable equipment indoors.
(10) Remove all debris from the vicinity of the station.
(11) Each man lay one complete change of clothing on the foot of his bed, neatly folded and secured in a bundle, with name showing.

b. CONDITION RED. (Attack imminent or has occurred)

(1) Secure water catchment system.

(2) Secure station power, except for LORAN/comms equipment.

(3) All hands proceed to shelters.

c. CONDITION WHITE. (Attack over, further attack improbable).

(1) Monitoring team determine level of radioactivity, check for other contamination, label "hot areas", and establish personnel traffic and decontamination routes.

(2) Monitoring team check for material damage.

(3) Commence decontamination and clean-up procedures.

4. GENERAL PROCEDURES. When taking shelter, avoid doors and windows and other openings. When outside of a shelter , wear OBA, SCOTT AIR PACK or gas mask, and non-absorbent, watertight clothing, gloves, and boots, so that all skin areas are covered, and the entire body is enclosed in an airtight envelope. Eat only food and water which has been maintained in sealed containers. Stay away from contaminated areas and conduct decontamination of personnel as required. The shelter shall be located in the larger of the two heads of the barracks building, and the timer room. All personnel shall carry out their assigned duties as assigned by the watch quarter and station bill, or as otherwise directed.

5. NBC DEFENSE CONDITION YELLOW ASSIGNMENTS.

BILLET	PROVIDE	DUTY
CO		Command
XO		Supervise Securing and Stocking of Shelters
O-1Ø1	CP-95/PD, ANPDR-27, DT-6Ø	Secure Electronic Spaces
O-1Ø2	AN/PDR-27, DT-6Ø	Secure Transmitter Building Secure tower lights
O-1Ø3		Assist E-1Ø4
O-1Ø4	Two Radios	Assist Ø-1Ø2
O-1Ø5		Relieve LORAN Watch
A-1Ø1	AN/PDR-56, AN/PDR 43	Secure Barracks
A-1Ø2		Secure Galley and Reefers
A-1Ø3	First Aid Supplies to Shelters, M-18 Chem. Detection Kit	Assist E-1Ø4
A-1Ø4		Assist A-1Ø2
E-1Ø1		Secure Engineering Spaces
E-1Ø2		Relieve Eng. Watch
E-1Ø3		Secure All Outside Lighting
E-1Ø4		Secure SPB, Water Tanks/Catchment System, Vehicles, Boats
E-1Ø5		Assist E-1Ø4
E-1Ø6		Assist E-1Ø4
E-1Ø7	Emergency Lights	Assist A-1Ø1
E-1Ø8	Blankets	Assist E-1Ø4
E-1Ø9	Blankets	Assist A-1Ø1
E-11Ø	Emergency Lights	Assist A-1Ø1
X-1Ø1	Blankets	As Directed
X-1Ø2	Blankets .	As Directed

All visitors, military and civilian, report to the Commanding Officer.

6. NBC DEFENSE CONDITION RED PERSONNEL ASSIGNMENTS.

BILLET	SHELTER	DUTY
CO	B	Command
XO	A	Alternate Command
O-1Ø1	B	Distribute DT-6Ø, Record Serial Numbers, Take Muster
O-1Ø2	A	Don NBC Suit
O-1Ø3	B	Don NBC Suit
O-1Ø4	A	Distribute DT-6Ø, Record Serial Numbers, Take Muster
O-1Ø5	B	Don NBC Suit
A-1Ø1	A	Don NBC Suit
A-1Ø2	A	As Directed
A-1Ø3	B	Don NBC Suit
A-1Ø4	B	As Directed
E-1Ø1	A	As Directed
E-1Ø2	B	As Directed
E-1Ø3	A	Secure Electrical Power Except to LORAN/Comms Gear
E-1Ø4	B	Don NBC Suit
E-1Ø5	B	As Directed
E-1Ø6	A	Don NBC Suit
E-1Ø7	A	As Directed
E-1Ø8	B	Don NBC Suit
E-1Ø9	A	Don NBC Suit
X-11Ø	B	Don NBC Suit
X-1Ø1	B	As Directed
X-1Ø2	A	As Directed

All visitors, military and civilian, report to the Commanding Officer.

All hands proceed to assigned shelter.
Shelter A: Male Head, Barracks.
Shelter B: Timer Room, Signal Power Building.

7. NBC DEFENSE CONDITION RED PERSONNEL ASSIGNMENTS.

BILLET	DUTY
CO	Command
XO	Alternate Command
O-1Ø1	Supervise LORAN/Comms Watch
O-1Ø2	AA (NBC Survey) Team Leader
O-1Ø3	FA Team Member
O-1Ø4	Assist O-1Ø1
O-1Ø5	MA Team Member
A-1Ø1	AA Team Recorder
A-1Ø2	Inspect Food Stuffs and Galley
A-1Ø3	MA (First Aid) Team Leader, Operate M-18 Chem Detection Kit
A-1Ø4	As Directed

E-1Ø1	Supervise Engineering
E-1Ø2	Assist E-1Ø1
E-1Ø3	Assist E-1Ø1
E-1Ø4	FA (Fire Fighter) Team Leader
E-1Ø5	As Directed
E-1Ø6	Decontamination Station, Water Hose Outside of Laundry Room
E-1Ø7	As Directed
E-1Ø8	FA Team Member
E-1Ø9	AA Team Communicator
X-11Ø	FA Team Member
X-1Ø1	As Directed
X-1Ø2	As Directed

All visitors, military and civilian, report to the Commanding Officer.

F. EMERGENCY DESTRUCTION BILL.

1. GENERAL. The emergency destruction plan is intended to provide a means of rapid and effective emergency destruction of all classified materials, LORAN equipment, power plant, and potable water supply to deny its use by an enemy. Emergency destruction shall be ordered only by the Commanding Officer.

2. PRIORITY. The precedence for the emergency destruction bill shall be as follows:

   a. All classified material, by highest classification.

   b. LORAN timers.

   c. LORAN transmitters.

   d. Power plant.

   e. Water supply.

3. PROCEDURES.

   a. CLASSIFIED MATERIAL. Classified material shall be destroyed by order of highest classification. All classified materials shall be destroyed by complete burning in metal buckets or trash cans covered with screening to prevent the escape of partially burned material. All material will be destroyed page by page. Complete burning will be ensured and all residue will be mixed with water to ensure destruction of ashes. The Commanding Officer shall be personally responsible for the destruction of all classified material.

b. LORAN EQUIPMENT. All LORAN equipment shall be destroyed with sledge hammers, cutting torches, axes, etc.

c. POWER PLANT. The diesel generators shall be destroyed by severing the service lines to the lube oil coolers while the engines are running, which will seize in a matter of minutes. This can be considered complete destruction. The electrical power panels and switchboard as well as the transformers shall be destroyed with sledge hammers, cutting torches, etc.

d. WATER SUPPLY. The water supply shall be contaminated with whatever agents are available, or by ramming the storage tanks with vehicles.

e. Emergency destruction duties shall be carried out as assigned by the watch quarter and station bill or as otherwise directed.

4. EMERGENCY DESTRUCTION PERSONNEL ASSIGNMENTS.

BILLET	DUTY
CO	Command, Authorize Destruction, Destroy Classified Material.
XO	Alternate Command
O-1Ø1	Destroy LORAN Equipment
O-1Ø2	Assist O-1Ø1
O-1Ø3	Assist O-1Ø1
O-1Ø4	Assist O-1Ø1
O-1Ø5	Assist O-1Ø1
A-1Ø1	As Directed
A-1Ø2	As Directed
A-1Ø3	Assist CO
A-1Ø4	As Directed
E-1Ø1	Destroy Power Plant
E-1Ø2	Assist E-1Ø1
E-1Ø3	Assist E-1Ø1
E-1Ø4	Destroy Water Supply
E-1Ø5	Destroy Fuel Tanks
E-1Ø6	Assist E-1Ø4
E-1Ø7	Assist E-1Ø5
E-1Ø8	Assist E-1Ø4
E-1Ø9	As Directed
E-11Ø	As Directed
X-1Ø1	As Directed
X-1Ø2	As Directed

All visitors, military and civilian, report to the Commanding Officer.

G. FLIGHT QUARTERS BILL.

1. GENERAL. The purpose of this bill is to allow for orderly procedures and maximum safety during landing and take-off of aircraft and on/off-loading of logistics flights.

2. PRIOR TO LANDING/TAKE-OFF. All birds, in particular young albatross, shall be removed from the runway area approximately 30 minutes prior to landing and take-off.

3. ASSIGNMENTS. The following billets are required for an efficient flight quarters:

a. Routine:

Engineering Officer: Overall Supervisor
MK1: Cargo Handling Supervisor
DC/EM: Forklift Operator
ET: Crash Cart
ET: Truck Driver
All Personnel: Working Party as appropriate.

b. Emergency:

BILLET	DUTY
CO	Command
XO	Assist Command, Evacuation of Casualties
O-101	LRE Assist, Long Range Comms
O-102	LRE Watchstander
O-103	Crash Cart - In charge
O-104	Truck Driver
O-105	Crash Cart, Assist A-102
A-101	First Aid - Messdeck
A-102	Casualty Transport in Truck, After Delivery of Crash Cart
A-103	Assist A-101
A-104	Assist A-102
E-101	On Scene Leader, Portable Radio
E-102	Port Entry Team Leader, Firefighter, Proximity Suit
E-103	Disconnect Battery
E-104	Starboard Entry Team Leader, Firefighter, Proximity Suit
E-105	Engineroom Watch
E-106	Port Entry Team
E-107	Starboard Entry Team
E-108	Starboard Entry Team
E-109	Port Entry Team
E-110	As Directed
X-101	As Directed
X-102	As Directed

4. SAFETY. Supervisors are to ensure all personnel engaged in this operation observe all aspects of safety; in particular, wearing of safety shoes and hearing protection is absolutely mandatory.

SECTION IV

STATION REGULATIONS

A. ALCOHOLIC BEVERAGES, SALE AND CONSUMPTION. In accordance with current District directives, sale, possession and consumption of beer is authorized aboard this unit. No other alcoholic beverages are authorized aboard this unit. It is imperative that all station personnel recognize this authorization as a privilege not to be abused in any manner. The Morale Fund is the authorized vendor of beer aboard this unit. This is a private enterprise in no way supported or otherwise associated as a Coast Guard activity. Sale and use of beer shall be governed by the provisions of Kure Instruction 5353.1 (series), as promulgated by the Commanding Officer. In any event, no personnel shall consume beer in such quantity as to greatly reduce his ability to meet his responsibilities to the station, or needlessly hinder the good order and discipline of the station.

B. CLOTHING AND PROPERTY, UNLAWFUL POSSESSION OF. No person aboard this unit shall have in his possession, any clothing, article, or property of any kind which does not rightfully belong to him, or without the consent of the rightful owner. For the purpose of these regulations, possession shall be interpreted to include on his person or in the particular room assigned to the individual. In addition, no person aboard this unit shall have in his possession any articles prohibited elsewhere in these regulations or by Coast Guard Regulations (COMDTINST M5ØØØ.3), including firearms and alcoholic beverages (other than beer).

C. COMMANDING OFFICER'S REQUEST MAST. In accordance with Coast Guard Regulations (COMDTINST M5ØØØ.3), the right of any person in the Coast Guard to communicate with their Commanding Officer at a proper time and place shall not be denied or restricted. The Commanding Officer shall set forth means by which members of the crew may make request, report or statement to him which shall be personally received and considered, through Kure Instruction 17ØØ.3 (series). The provision of this regulation in no way relieves any personnel from their responsibility to follow the chain of command and to afford the Commanding Officer the courtesy and respect consistent with his rank and title.

D. DISRESPECTFUL OR PROFANE LANGUAGE. In accordance with Coast Guard Regulations (COMDTINST M5ØØØ.3), no person shall address superior in a disrespectful, reproachful, or threatening manner, nor use abusive or profane language. In addition, no person in the Coast Guard shall nag a junior, while in the performance of his duty or at any other time, by petty annoyances and fault finding, or the employment of improper language in giving and enforcing commands.

E. RECORD OF EMERGENCY DATA. The Record of Emergency Data (CG-4113) provides immediately available and current data for casualty reporting and notification of next of kin. As required by the Personnel Manual (COMDTINST M1ØØØ.6), the Commanding Officer shall ensure that current Records of Emergency Data are maintained by all personnel assigned to this unit.

F. FALSE STATEMENTS. In accordance with Article 1Ø7, Uniformed Code of Military Justice, no persons shall, with intent to deceive, shin any false record, return or regulation, order of official document, knowing it is to be false, or making any other false official statement, knowing it to be false.

G. GAMBLING, LOTTERIES, PRIVATE ENTERPRISE. No person aboard this unit shall be engaged in any profit making enterprise, including loan-making for profit or any other benefit, without the authorization of the Commanding Officer. In addition, no personnel shall engage in gambling of any sort, including lotteries, without the authorization of the Commanding Officer.

H. GOVERNMENT PROPERTY. In accordance with Coast Guard Regulations (COMDTINST M5ØØØ.3), all persons in the Coast Guard shall insure that equipment and supplies in their charge are properly cared for, preserved, and economically used. No person shall dispose of or cause to be damaged, with the intent to do so, any government property. All personnel shall be cognizant of their duty to ensure that all property is maintained and used in a proper manner and shall prevent and avoid unnecessary expenditure of station funds. Authority for the disposal of all government property will be obtained form the Commanding Officer, and when required, from higher authority.

I. ARMED FORCES IDENTIFICATION CARDS. It is the responsibility of all personnel to ensure that they maintain in their possession a valid and current Armed Forces Identification Card. Any losses or discrepancies shall be reported immediately to the Commanding Officer for action.

J. LEAVE AND LIBERTY. In accordance with current directives, personnel assigned to Kure shall accrue Compensatory Absence, which shall be taken at the discretion of the Commanding Officer, after six months of duty on board, or upon completion of the tour and prior to arrival at the next permanent change of station. The Commanding Officer shall promulgate the policy governing Compensatory Absence through Kure Instruction 1Ø5Ø.1 (series).

K. NARCOTICS, MARIJUANA, AND OTHER CONTROLLED SUBSTANCES. Except for authorized medicinal purposes, the introduction, possession, use, sale or other transfer of marijuana, narcotic substances, or other controlled substances aboard

this unit is prohibited. In accordance with Coast Guard Regulations (COMDTINST M5ØØØ.3), the term controlled substance means, a drug or other substance included in Schedule I, II, III, IV, or V established by Section 2Ø2 of the Comprehensive Drug Abuse Prevention and Control Act of 197Ø (84 Stat. 1236), as updated and republished under the provisions of that act.

L. REPORTS OF OFFENSES. All persons aboard this unit shall report to the proper authority any disobedience or infraction of the regulations which may come under their observance. Particularly, for the preservation of good order, petty officers are always on duty and are vested with the authority to report and arrest enlisted offenders. They shall aid to the utmost of their ability in maintaining good order and discipline and in all that concerns the efficiency of the command. Reports of offenses shall be submitted on form CG-491Ø and shall be forwarded via the chain of command.

M. REQUESTS. Special requests for Compensatory Absence, participation in servicewide examinations, advancement, changes in duty status, physical or dental examinations, etc., shall be submitted on a locally prepared form, via the chain of command. Special request which are disapproved shall be immediately brought to the attention of the originator and any persons who had approved the request, presenting justification for the action. No special request chit submitted for the purpose of request mast with Commanding Officer shall be disapproved.

N. SEARCHES AND INSPECTIONS. All personnel aboard Kure are subject to search by the Commanding Officer at any time with proper cause. All berthing spaces and rooms are at all times subject to the inspection of the commanding Officer, who will periodically tour all berthing areas. All rooms will be inspected by the Commanding Officer on a periodic unannounced basis, inspecting all articles within each room to ensure that proper standard of hygiene and material maintenance are being maintained.

O. SECURITY AND CLASSIFIED MATERIAL. The Commanding Officer shall be responsible for the security of all classified material aboard this unit, and shall ensure compliance with applicable directives and publications regarding their security, use and dissemination. He shall promulgate instructions governing access, accountability, and emergency destruction procedures.

P. SMALL ARMS. The use and possession of any small arms by individuals of this unit without the authorization of the Commanding Officer is prohibited. The term small arms for the purpose of these regulations shall include any firearms, ammunition, or other explosive materials.

Q. VISITORS. Subject to the authorization of the Commanding Officer, and if necessary, higher authority, visitors may be authorized aboard this unit. Visitors shall be subject to the provisions of this manual and all other rules and regulations.

R. WATCHES. Personnel assigned to stand watches shall carry out their duties in a responsible and alert manner, in accordance with pertinent instructions governing their duties, and as directed by their supervisory personnel. No person aboard this unit shall leave his assigned watch station without proper relief or specific authorization. Policies governing the use of beer aboard this unit shall be strictly complied with by all watchstanding personnel at all times.

S. WEAPONS, ARMED PERSONNEL. No person aboard this unit shall be armed at any time with any dangerous or concealed weapon without the expressed authority of the Commanding Officer. Personnel desiring to maintain privately owned firearms shall first obtain authorization from the Commanding Officer.