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STATION BILLS

PART 2 - BASIC ORGANIZATION

- 1-2-1 Department organization shall consist of three departments:
Operations Department
Engineering Department
Deck Department
- 1-2-2 Table (1) to this paragraph shows basic department organization and functions. Except where otherwise provided for, this chain of command will be used for mustering, reporting, routing of requests, and all routine internal communications intended for the Commanding Officer. This policy shall not be construed to mean that direct communication with the Commanding Officer is forbidden. Men with personal matters they feel to be of sufficient importance to require conferring directly with the Commanding Officer shall inform the Administrative Assistant of the subject matter and request permission to confer with the Commanding Officer. When this procedure can not be followed, inform the Administrative Assistant of the situation at the earliest practicable opportunity. Men desiring to confer with the Commanding Officer in his status as Personnel Officer, Supply Officer, Commissary Officer, or Medical Officer need not consult the AA before hand.
- 1-2-3 The senior petty officer in each department shall be appointed in writing as Department Head in accordance with CG Regulations (CG-300) and will be expected to perform the duties of a department head as outlined in chapter 6 to CG-300. These petty officers will normally be in the ET, HK, and BM ratings, but at times, due to personnel shortages, may be of other ratings. An EM, for instance, may be called upon to head the Engineering Department, or a HM to head the Deck Department, etc. The Commanding Officer may elect to retain the authority as head of a department in which case the senior petty officer will act as assistant to the Commanding Officer for his department.
- 1-2-4 Each department head will keep current a copy of the station organization book. He shall further maintain any detailed instructions as to the functions listed in the organization chart and Article 6-3-3 of CG-300. When such instructions do exist the original shall be approved by the Commanding Officer and a copy retained in his office with the Master Station Organization Book. Each new member reporting aboard will be required to read and sign the Master Organization Book.
- 1-2-5 In the absence or incapacity of the Commanding Officer, the Executive Officer will succeed to command. For this reason the Executive Officer must be kept well informed of all situations about the station. In the event of absence or incapacity of both the CO and XO, the BMC (AA) will assume command.

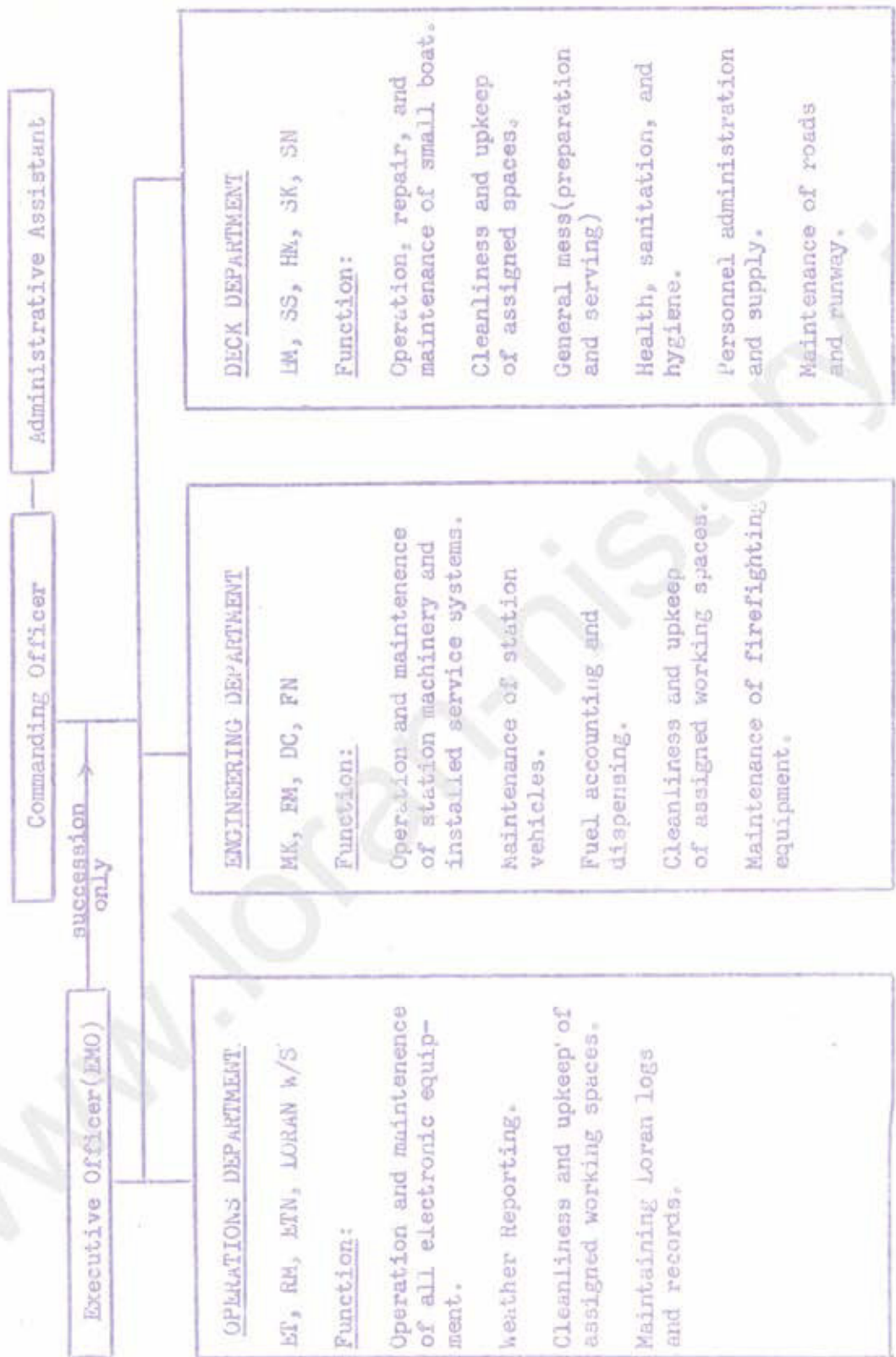


Table (1) to 1-2-2 BASIC ORGANIZATION

STATION BILLS

PART 3 - PERSONNEL BILL

- 1-3-1 The personnel bill prescribes billet assignments based on the authorized personnel allowances. In cases of reduced personnel, the CO should assign personnel to best meet the needs of the station.
- 1-3-2 Billet assignments shall be indicated on the Watch, Quarter, & Station Bill and shall be made with respect to the following personnel allowance:

BMC	1	M&C	1	ETC	1
HM1	1	EM1	1	ET1	1
SS1	1	DC2	1	RM2	1
SK3	1	MK2	1	ET2	2
SN	9	MK3	2	ET3	1
		FN	1	ETN3	1

- 1-3-3 New Personnel - Personnel reporting on board should be immediately introduced to the Administrative Assistant who in turn will introduce them to the Commanding Officer. The CO will deliver the man to the Station office where his records will be collected and his check-in sheet initiated. After completion, the check-in sheet will be filed on the left hand side of the man's service record. As part of his check-in the new man will be given a tour of the station. In most cases this tour will be with the man he is relieving.
- 1-3-4 Personnel Departing - Personnel will not be allowed to depart until their check-out sheet has been completed. This sheet will then be retained in the station files. Departing personnel will present a neat appearance and be checked for completeness of seabag.
- 1-3-5 Marks - Enlisted evaluation sheets will be distributed to department heads a week prior to the time the marks must be recorded. Department heads shall assign marks to their men, taking into consideration the opinion of the leading department petty officers. Men working under more than one department during the marking period, such as radio watchstanders, will be graded separately by each department head concerned. The marks assigned shall be reviewed and approved by the Commanding Officer. Leadership marks shall not be assigned to personnel below the pay grade of E-3. The Commanding Officer will mark all department heads.

In the assignment of marks, marking officers shall be particularly painstaking since selection for advancement in rating, conduct medals, character of discharge, reenlistments, and assignments to some duties depend a large extent on the man's service record and the marks contained therein. Marking personnel should be familiar with Chapter 10 of the Personnel Manual (CG-207). The assignment of marks is an important duty and shall never be performed in a perfunctory manner.

STATION BILLS

PART 4 - BERTHING BILL

- 1-4-1 The assignments of rooms shall be the responsibility of the senior boatswain mate. All personnel shall sleep in their regularly assigned room unless authorized to sleep elsewhere as in the case of a camp out (refer to para 1-12-2 and Station Order #18).
- 1-4-2 Sufficient bed linens will be provided to each man to enable a complete change weekly. Each man will be responsible for laundering his own linen. Bed linens will be changed on the individual's laundry day.
- 1-4-3 Furniture has been arranged for best access, best appearance, and most floor space for the individual. All rooms are arranged symmetrically and no other arrangements are to be made without CO approval.
- 1-4-4 Individuals desiring to paint their rooms, may do so with the permission of the Chief Boatswain Mate and the CO. All ceilings shall be painted white and bulkheads will be of a reasonable color. Rooms shall also be painted as needed.
- 1-4-5 All rooms should have a sufficient number of electrical outlets. There is not to be more than one electrical appliance plugged into an outlet at any one time. When necessary heavy gage wire extension cords will be provided.
- 1-4-6 Rooms are to be kept clean and uncluttered at all times. Decks should be cleaned and waxed as needed.

PART 5 - MESSING BILL

- 1-5-1 Home style messing will be used at all meals.
- 1-5-2 Personnel going on watch shall eat at times specified in the daily routine.
- 1-5-3 The subsistence specialist shall be responsible for preparation of food, cleanliness of messing and food preparation spaces, and menu preparation. He shall prepare a menu each Friday for the following week and present it to the Commanding Officer for his approval.
- 1-5-4 While on duty, galley duty personnel shall wear clean uniforms.

STATION BILLS

MESSING BILL

- 1-5-5 Weekend and Holiday routine meals will be "fix your own". This in no way relieves the assigned galley personnel of the responsibility of maintaining a ready stock of food.
- 1-5-6 Cleanliness of the galley during weekends and holidays shall be the responsibility of the messcook and the individuals who use it. The OOD shall insure that all hands do in fact clean up after themselves and that the galley is kept clean.

PART 6 - QUARTERS BILL

- 1-6-1 Quarters shall be held at 0755 and 1230 on working days. The crew shall muster by departments in the vestibule outside the messdeck. In the morning the OOD shall hold muster. In the afternoon, accountability shall be passed from the Department Heads to the Administrative Assistant. Unknown absences in either case shall be reported immediately to the Commanding Officer.
- 1-6-2 At morning quarters any deviation to the normal routine of the day shall be passed.
- 1-6-3 Afternoon quarters shall also be used for the passing of changes in routine and for passing information concerning the rest of the week. Afternoon quarters shall be followed by instructions or drills as published in the Monthly Training Schedule.
- 1-6-4 Due to prevailing weather conditions, no fair weather parades will be designated.

PART 7 - CLEANING BILL

- 1-7-1 The responsibility for cleaning and good housekeeping shall be as per table one to this paragraph.

STATION BILLS

CLEANING BILL

Table (1) to para 1-7-1

DECK

General Stores
Paint locker
Galley-mess deck
Reading room
Sick Bay
Entries
Heads
Garbage rack
Laundry
CO/EMC/CPO Qtrs
Main bldg Corridors

OPERATIONS

Timer room
Radio room
ET shop
ET stores
S & P Bldg Corridor
Transmitter bldg
S & P head

ENGINEERING

Generator room and Office
Vehicles
Storages
Garages
DC & EM shop
Exercise-Rec area
Barracks boiler room

Ham shack and Dark room - Shall be kept clean and orderly at all times by the persons who use them.

Projector room - Shall be maintained by the MPO and his assistants.

Exchange and Bar - Shall be kept clean by the Exchange Operator and Bartender.

All personnel shall endeavor to maintain a neat and tidy station by apply a "pick up your own mess" practice. This is in particular necessary in common use spaces as the laundry, heads, corridors, rec-deck, and galley.

PART 8 - CONDUCT, DISCIPLINE, REPORTS AND MAST BILL

1-8-1 Petty Officers shall in themselves set the standard of military character by observing and enforcing all regulations. Instructions and corrections shall be continuous and consistent, with deliberate or serious offenders reported to the Commanding Officer, if all department level action is ineffective.

1-8-2 Reports of offenses shall be made in writing by the accuser. The accuser shall inform the offender of the charges against him and that he need not make any statement concerning the suspected offense. The report will then be delivered to the AA.

STATION BILLS

CONDUCT, DISCIPLINE, REPORTS AND MAST BILL

- 1-8-3 Request and complaint mast shall be held by the Administrative Assistant. Requests shall be forwarded through department heads who shall express approval or disapproval and make appropriate comments. Situations of an emergency nature shall be handled by the AA without the above restrictions.
- 1-8-4 Personnel desiring to see the Commanding Officer concerning problems of an essentially personnel nature may do so at any time.

PART 9 - INSPECTION BILL

- 1-9-1 Daily Inspections
- Each department head shall inspect spaces assigned to his department in the cleaning and maintenance bill on a daily basis, checking for neatness, order, and safety hazards.
 - Inspections of food handlers and food handling spaces will be made by the corpsman as specified in the daily routine.
 - Inspections of the barracks and individuals rooms shall be made by the BAC/AA on a daily basis.
 - The runway shall be inspected and conditions recorded. In particular, any obstructions such as snow drifts, berms, or debris should be noted.
- 1-9-2 Weekly Inspections
- Commanding Officer's inspection of the station will be held weekly. He will be assisted in his inspection by department heads and such other key personnel as he may delegate. An inspection report will be published containing notation of deficiencies to be rectified and comments on noteworthy items.
- 1-9-3 Monthly Inspections
- Personnel inspections will be held monthly, the crew mustering in accordance with the quarters bill.
 - Clothing inspections shall be held quarterly with the department personnel being inspected, mustering at their bunks. A check for complete seabag will also be made prior to ones departure on PCS.

STATION BILLS

PART 10 - CORRESPONDENCE BILL

- 1-10-1 Official correspondence shall mean all communications sent or received by a person in the execution of his duties. Official correspondence in letter form shall be prepared in accordance with the Coast Guard Correspondence Manual. Official correspondence in message form will be prepared in accordance with communications instructions and related publications.
- 1-10-2 Non-registered/certified mail
- Incoming non-registered/certified mail will be delivered to the office. Each piece of mail will be opened, date stamped and logged. Log shall include originator and date of origin, subject and when filed.
 - Outgoing non-registered/certified mail, after signature, will be returned to the office, serially numbered and logged. The outgoing log shall include addressees, file number, subject and date of mail flight.
- 1-10-3 Certified Mail
- Certified mail will be handled by office personnel only. Incoming mail will be signed for, logged and hand delivered unopened to the Commanding Officer.
 - Outgoing certified mail will be logged and signed for by the pilot of the mail plane.
 - All materials other than classified matter, which should normally be registered, will be sent Certified Air Mail. Such material includes CG Institute End of Course Tests and Service wide exams. Classified matter will be sent registered.
 - The certified mail log will contain such information as, originator/receiver, date of departure/receipt, subject of material and the Certified Mail number.
- 1-10-4 Registered Mail
- All incoming registered mail shall be delivered to the CO, unopened. He shall log it in a registered mail log containing the same information as the non-registered mail log, with the addition of the registered mail number.
 - The Commanding Officer is responsible for the proper preparation and recording of outgoing registered mail. Outgoing registered mail will be passed into the registered mail system via ARFCOS utilizing CG pilots. ARFCOS Form 1 will be prepared and used in this transaction. The CG pilots will see that the material is placed in the registered mail system in Kodak.

STATION BILLS

PART 11 - TRAINING BILL

1-11-1 Objective

- a. Develop efficiency by training all hands in the technical knowledge and skill needed to operate, maintain, and repair the station and its equipment.
- b. Prepare all personnel for major responsible duties and future advancement.

1-11-2 Organization - Training may take many forms: drills, inspections, class room lectures, on the job training, individual study. It is expected that necessary on the job training will be carried out continuously, without regard to a formal training schedule. In addition the Admin. Asst. will make up a formal training schedule listing each day's training during the period. He will receive from department heads departmental training instructors and topics and will post the completed training schedule early enough to allow ample time for preparation. The Admin. Asst. will insure that this schedule is followed. The schedule will include the following.

- a. Inspections - These will be scheduled as provided for in the inspection bill, usually on Friday.
- b. Drills - These will be scheduled as necessary and will meet the requirements of Annex E, District OPLAN. The CO will initiate necessary preplanning and will designate the persons who will impose casualties. Realism is important if drills are to be effective, therefore only those actions which would endanger or limit the operation of the station will be simulated. Do not, however, charge linen hoses for fire drills or expend fire extinguishing agents or ODA canisters unless ordered to do so by the man imposing the drill. A critique will be held after each drill to analyse our tactics and response.
- c. All Hands Instructions - Topics and instructions will be assigned as necessary by the RA for lectures important to all hands, such as: Safety, First Aid, Communications Procedure, Resuscitation, Arms and Ammunitions, Survival, Military Justice, CG regulations, Station Orders, Health and Hygiene, etc. Normally one lecture will be scheduled weekly, but this criteria may be relaxed during the summer months (due to the summer workload) and intensified during the winter months.
- d. Departmental Instructions - At least one half hour each week should be devoted to the improvement of the individual through this type of instruction. Departmental instruction can also be an effective leadership experience, especially for the

STATION BILLS

TRAINING BILL

junior petty officer. To this end, petty officers will be assigned to plan, present and demonstrate skills necessary to their rating. Subject material for departmental instruction will be at the discretion of the department head.

1-11-3 Records

- a. A lesson plan should be prepared by the instructor, if one is not already available for the topic to be covered, and should be approved by the RA (for all hands instruction) or department head (for departmental instruction) prior to presentation. After presentation these plans should be updated and filed in the department or station training files, as appropriate.
- b. The RA will log in the station training log all training which has been conducted in accordance with the training schedule. Other types of training, not scheduled, may and should be log also.

1-11-4 Individual Study - Individuals are encouraged to take advantage of this tour of duty to complete as many correspondence courses as they are capable. The commanding officer has full information on CG Institute, Navy, DANTES and other correspondence courses, as well as high school and college level achievement examinations.

PART 12 - LEAVE AND LIBERTY

1-12-1 LIBERTY - Due to the isolated location of the station, regular liberty as such, will not be granted.

1-12-2 TRIPS AWAY FROM STATION - During periods of free time, and when approved by the respective department head, personnel may apply to the OOD for permission to explore the island. In the interest of safety, personnel shall supply the OOD with a firm itinerary for the station check out log, and shall be fully equipped with proper outdoor recreation gear. (see Station Order #18) Overnight campouts shall be granted only by the CO.

1-12-3 LEAVE - Mid-tour leave is granted normally between the 5th & 8th month of a tour. It may not exceed 21 days compensatory and regular leave combined. Compensatory absence is accrued at a rate of 2½ days per month of restricted duty and is in addition to regular leave. Bonafied requests for emergency leave will be accepted. All leave from the station is contingent upon operational requirements.

STATION BILLS

Part 13 - VISITORS BILL.

- 1-13-1 Purpose: To provide a policy for receiving all visitors.
- 1-13-2 General: Upon arrival, all visitors will be greeted by the senior man present. Under normal circumstances either the CO, XO, or XO will meet the plane. They will be escorted in a friendly, courteous manner to the mess deck. The senior man will ascertain their correct name, unit or company and purpose of their visit. The Commanding Officer (in the event he did not meet the plane) will be notified. Following an interview with the Commanding Officer (or Executive Officer) further instructions will be issued. All visitors will be informed that while they are on Coast Guard property they are under the supervision of the Commanding Officer and will abide to all written regulations and orders.
- 1-13-3 Excluded Areas:
Under no conditions are visitors to be permitted in the Excluded Areas on the station unless specifically so stated by the Commanding Officer. The following are designated Excluded areas:
- (a) Transmitter building and immediate area of ground system.
 - (b) Ham Station
 - (c) All Storerooms. (Electronic, Engineering, Deck, and Commissary.)
 - (d) Station Office. (Designated also as Controlled Area)
 - (e) Pump House
- 1-13-4 No visitor will use Coast Guard Equipment or Facilities without the express permission of the Commanding Officer.

CHAPTER 2

EMERGENCY BILLS

PART 1- FIRE BILL

- 2-1-1 The station fire alarm system provides for both automatic fire detection and manual sounding of the alarm bell and horn. The location of the fire will be announced through the use of the fire alarm and PA system.
- The fire alarm will be sounded.
 - Radio watch determine the general location of the fire from fire detection panel located outside radio room and makes announcement of same over PA system, repeating it several times.
- 2-1-2 Detectors sensitive to a temperature of 160 degrees or a rise of 15 degrees in less than one minute will set off the fire alarm bells and horn and start the fire pump. Manual fire boxes perform the same function when personnel detect fire and are located in the following areas.

Transmitter Building
Outside Radio Room
In Vehicle Maintenance Area
In Engineering Log Office
In Commanding Officer's Office
Main Entrance to Barracks
On Galley-Recreation Room Bulkhead
Corridor outside Crew's Head

- 2-1-3 Four types of extinguishing devices are provided for the station and these are distributed in areas where fires against which each type would be most effective might start.

CO2 - Electrical Fires (class C)
Water - Paper, bedding, rope, etc (class A)
Foam - Fuel Fires (class B)
Dry Chemical - Fuel or Electrical Fires (class B or C)

- 2-1-4 The following basic precepts apply to fire fighting at Sitkinak:
- Safety of personnel and care of the injured should be everyone's first concern. Fire fighting comes second.
 - The senior petty officer at the scene will take charge as scene leader until the assigned WQSB scene leader arrives.
 - All men should know proper fire fighting techniques and the location of equipment since there is no guarantee that all men will be aboard when a fire starts, unlike a ship at sea, and some men may have to perform other's duties.

EMERGENCY BILLS

FIRE BILL

d. The main fire party is outlined in the Watch Quarter and Station Bill. A repair party also outlined shall stand by on the rec deck to provide assistance as need. Should fires occur in electronics spaces the ETC shall assist in leading the fire party. When fires occur in the engineering spaces the MKC shall assist.

e. For fires in the barracks, the repair party will provide an outside fire party in addition to the inside party as deemed necessary by the scene leader.

f. Communications will be via the most practicable means, including sound powered phones, word of mouth, messenger, portable radio, or any other means that works well. Make all reports to the radio room, (CO's Office if the fire is in radio).

2-1-5 Personnel and equipment assignments will be in accordance with the watch, quarter, and Station Bill.

PART 2 - RESCUE AND ASSISTANCE BILL

2-2-1 Purpose: To provide a special organization of qualified personnel to render emergency assistance to persons or activities outside the station without lowering the station's efficiency below acceptable standards.

2-2-2 Responsibility for the Bill: The MKC, ETC, and BMC shall be responsible for maintaining this bill under the supervision of the Administrative Assistant.

2-2-3 Information: The nucleus of personnel assigned to duties within this bill consists of those ratings best qualified to direct procedures in such matters as rescue of personnel from the water, assistance to persons or activities in distress ashore, and rescue of personnel from downed aircraft.

EMERGENCY BILLS

RESCUE AND ASSISTANCE BILL

2-2-4 Procedures and Responsibilities

- a. The Administrative Assistant shall:
 - (1) Coordinate all departments in matters involving the assistance detail.
 - (2) Post assignments to duty in the detail on the Watch, Quarter and Station Bill.
- b. The Senior Engineer shall:
 - (1) Cause the assistance detail to be maintained in a high state of readiness by scheduling frequent exercises and drills and by inspecting the equipment used by the detail.
 - (2) maintain custody of the rescue and assistance fire cart and assure that it is in a ready and accessible condition at all times.

2-2-5 Rescue and assistance detail may expect to be employed in the following duties:

- a. Plane crashes
 - (1) An aircraft's most critical moments are the times immediately prior to and during landing, and immediately prior to reaching airspeed during takeoff. Members of the rescue and assistance party shall keep themselves ready for instant action during all local aircraft operations.
- b. Rescue of survivors of distressed vessels
 - (1) Since there is no boat on this station for use other than in protected waters, it will not be feasible to attempt water rescues. Personnel may be called on from time to time to man beach parties to evacuate Medico cases from boats for medical treatment at this station or future air evacuation from the station. Conceivably such a party might be required to rescue survivors of a vessel driven ashore on our beaches. The BMC shall be in charge of all such parties.

2-2-6 Aircraft crash crew procedures

- a. The fire trailer will be manned each time an aircraft lands or takes off with the scene leader, corpaman and at least four others. It will be stationed well off the runway at the edge of the tiedown pad with engine running and crew onboard ready to get underway.

EMERGENCY BILLS

RESCUE AND ASSISTANCE BILL

- b. In the event of a plane crash, spot the fire trailer on the UPWIND side of the plane. The primary duty of the fire fighting crew is not to save the aircraft, but rather to SAVE THE CREW AND PASSENGERS. This is done by covering the accesses with equipment to allow the crew and passengers to exit the aircraft safely. Two men will be used as rescue men. Their job is to get to the aircraft, remove the people if they are hurt, and secure all power on the aircraft if possible. In the event none of the available accesses can be used, chop through the fuselage in the safest area practicable.
- c. After the crew and passengers have been safely removed from the aircraft, then the fire fighting team can turn their efforts to saving as much of the aircraft as possible. Remember, the safety of the fire fighting team is paramount once the aircraft crew and passengers have been removed. An aircraft on fire is a lethal thing! Once the pilots of the aircraft have exited safely, they will be able to advise you on the manner and extent of coverage to be rendered to the burning aircraft.
- d. The fire trailer will be returned to the station and secured upon completion of each aircraft leaving the strip. As long as there is an aircraft on deck the fire trailer will remain at the aircraft.
- e. While the plane is starting engines the fire trailer should be positioned in clear view of the pilot, ahead of the plane, and off to the side on which the engine is being started. The pilot will signal if assistance is needed and will direct what action is to be taken.

EMERGENCY BILLS

PART 3 - PASSIVE DEFENSE AND RECOVERY BILL

- 2-3-1 General Situations: The possibility exists that damage from war, including that from nuclear weapons and other disasters, may occur at any time. This unit must be prepared to institute immediate Passive Defense recovery operations. Such operations consist of action taken to minimize loss of life and property and to restore the essential utility of an activity.
- 2-3-2 Mission: This unit will carry out emergency dispersal measures and passive recovery operations designed to protect personnel and public property to the greatest degree possible consistent with operational commitments.
- 2-3-3 Alert Meanings, and Warning Signals:
- (a) YELLOW ALERT - Attack probable. Aircraft identified as hostile are moving in or toward the area. Warning signal; two(2) blasts on the station fire alarm.
 - (b) RED ALERT - Alert imminent; indicates an attack is imminent in this vicinity. Warning signal; three(3) blasts on the station fire alarm (followed by passing word on sound powered phone system).
 - (c) WHITE ALERT - All clear; indicates all clear and no further danger of immediate attack. Signal four(4) blasts on the station fire alarm (followed by passing the word on the sound powered phones).
- 2-3-4 Action upon hearing warning signal:
- (a) Upon receipt of a RED or YELLOW alert, all personnel will proceed immediately to their stations and carry out their assigned orders. Personnel caught in the open during an air attack should fall immediately to the ground, covering the exposed parts of the body with clothing to prevent burns. If a wall or ditch is available, lie as close as possible to or in it. Never stand in the open during an air attack.
 - (b) Upon hearing the WHITE alert, all personnel except those on watch will muster in the mess hall. The Commanding Officer will issue instructions as appropriate concerning decontamination, repair parties, rescue parties, or dispersal.
- 2-3-5 The following duties should be assigned on the watch, Quarter, and Station Bill
- (a) A man should be designated in charge in each of the two main buildings, usually the H&C and W&C, in the barracks and S&F buildings respectively.
 - (b) Men in both buildings should be appointed to close all windows, doors, and vents, and to pull all shades and curtains.

EMERGENCY BILLS

PASSIVE DEFENSE AND RECOVERY BILL

2-3-5 Duties to be assigned (continued)

- (c) In each building a man should be designated (usually HM1 and DC2) to issue a film badge to each man in the building and a pocket dosimeter to each leader of a group of men. These same men should keep the necessary records for these instruments and supervise the decontamination activities in their areas until the WHITE alert is sounded.
- (d) Appropriate personnel should be assigned to stand the Loran, radio, and engine room watches and to stand by in those areas to repair casualties after the attack.
- (e) Emergency water and rations should be distributed. Emergency water, rations, communications gear, and survival equipment should be broken out and assembled in case emergency evacuation of the station becomes necessary.

PART 4 - EMERGENCY EVACUATION BILL

- 2-4-1 Should emergency evacuation of the station be necessary due to a seismic wave warning, NBC attack, or earthquake, station personnel must be able to assemble the necessary equipment and evacuate quickly and efficiently. Evacuation is not necessarily the only alternative under those conditions, and many times the station may be the safest place to be. Since the length of time the crew will remain away from the station and the weather conditions not always the best, adequate food and survival equipment for the worst conditions must be provided.
- 2-4-2 Procedures: When the word is passed to prepare to evacuate, all of the vehicles will be stationed near the flag mast and personnel will load them (all but one) as quickly as possible with the gear designated on the watch, Quarter & Station Bill. Department heads will be responsible for seeing that all the equipment their department is to provide is loaded onto the trucks. The engineer of the watch will make a complete check of the barracks to insure nobody is left, then report to the Admin Assist. The AA will take count of the personnel aboard the trucks before departing. At the direction of the Commanding Officer, all but one truck and three persons will depart and head up toward the Sitkinak Dome. The three persons remaining will stand the radio, loran and engine room watches until directed by the CO or by message to evacuate or until conditions warrant evacuation, at which time they will depart for the Dome in the remaining vehicle.

EMERGENCY BILLS

EMERGENCY EVACUATION BILL

2-4-3 The following equipment should be provided, if advance warning is sufficient:

- Foul weather gear (including overshoes)
- Cold weather gear (may not be required)
- Emergency rations
- Emergency water (may not be required)
- Portable and emergency radios (CO&CO)
- First Aid Kit
- Blankets
- Tents
- Portable generator and gasoline

Part 5 - EMERGENCY DESTRUCTION BILL

2-5-1 Discussion. The possibility of this station being capture by an enemy force is generally considered quite remote. This does not, however, relieve station personnel of the responsibility to properly destroy prior to capture all publications, equipment, and materials that could be of possible use to an enemy.

2-5-2 General Procedures. Emergency destruction is a command decision on this station. In situations when time does not permit this executive order, responsible personnel will initiate necessary destruction under this plan without waiting for specific orders. The importance of beginning destruction of classified material sufficiently early cannot be overemphasized. The consequences of an unneeded destruction would be relatively unimportant when measured against the possibility of compromise through capture. Publications will be burned, with the aid of gasoline if necessary. Electronic equipment will be smashed, engineering equipment will be rendered useless the fastest way practicable.

2-5-3 Specific Responsibilities. Personnel listed below shall direct the destruction indicated and shall periodically review these procedures with their men to ensure the effectiveness of this bill.

a. Commanding Officer (EMO in CO's absence) with the aid of the HM will burn contents of safe in CO's office and initiate the report of destruction. Material can be burned right in the safe.

Use this priority:

- (1) Superseded cryptomaterial, highest class first
- (2) Reserve crypto, highest class first
- (3) Effective crypto, highest class first
- (4) Secret material (CMS, COMTAC, etc)
- (5) Confidential (CMS, COMTAC, etc)

EMERGENCY BILLS

EMERGENCY DESTRUCTION BILL

2-5-3 Specific Responsibilities (continued)

- b. Electronics Material Officer: with the aid of the ETs destroy loran timer room equipment and technical manuals.
- c. Radioman: after the destruction message has been sent and with the aid of the radio watchstanders, destroy communications equipment and publications.
- d. BMC and ETC: with the aid of the deck force destroy the tower.
- e. MAC: with the aid of engineering department destroy main generator sets, all other usable machinery, and fuel oil tanks (including beach tank).

- 2-5-4 Report. Accurate information concerning the extent of emergency destruction of cryptomaterial is second in importance only to the destruction of the material itself. Prior to destruction of radio gear, an immediate message will be sent to the District indicating 1) cryptomaterial that may not have been completely destroyed, 2) cryptomaterial that may be presumed to have been captured and 3) all cryptomaterial destroyed and method of destr.

EMERGENCY BILLS

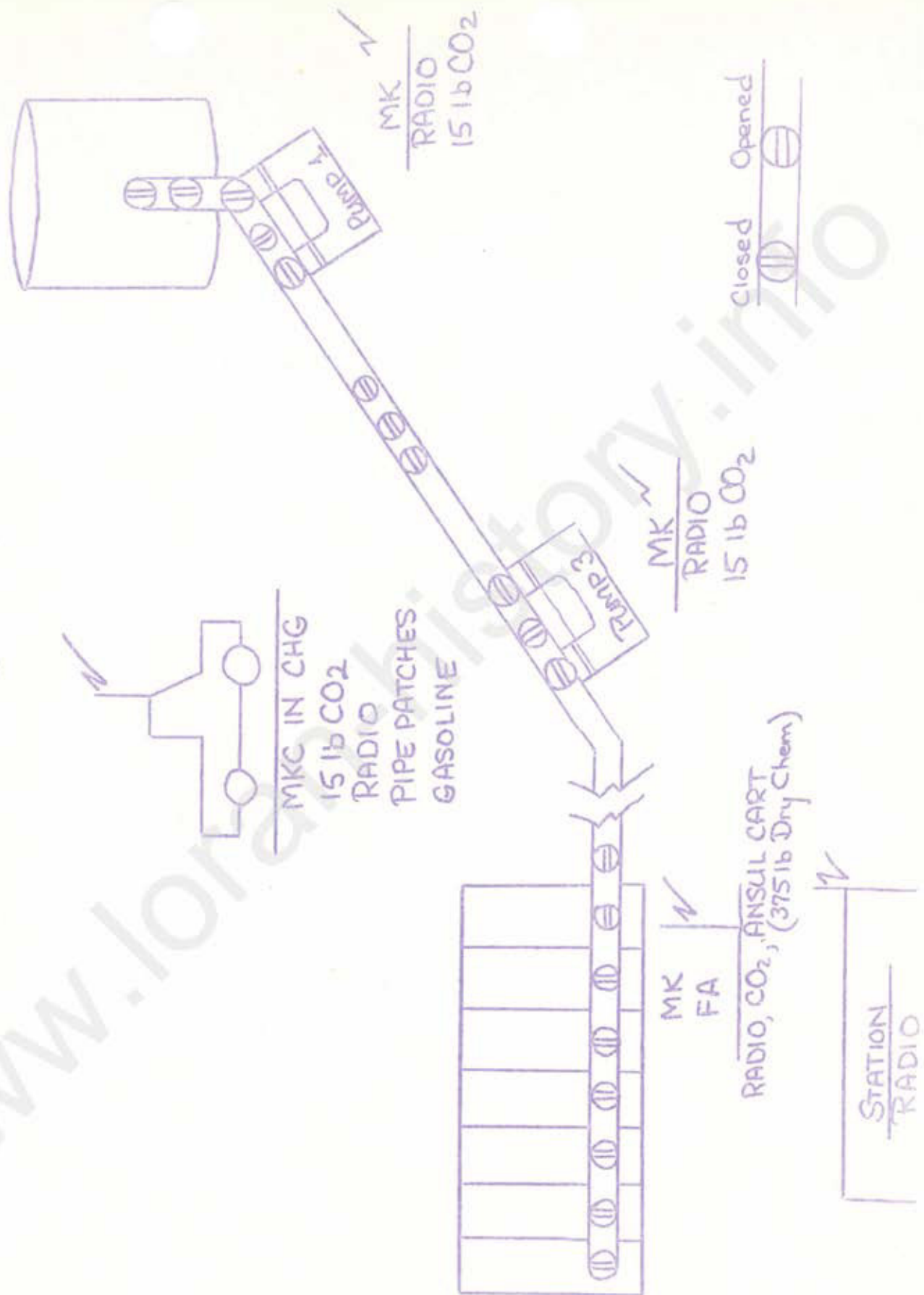
PART 6 -- FUELING AND SPILL PREVENTION BILL

- 2-6-1 Discussion - The refueling process involves large quantities of fuel which if improperly handled could cause a spill of large proportion. This bill is published to specify the duties and procedures to be followed when transferring fuel in order to minimize the damage and danger of fuel spills.
- 2-6-2 General Procedures - Refueling is an annual event accomplished in two separate operations; (1) resupply from the Cool Barge to the North Beach storage tank and (2) transfer from the North Beach storage tank to the seven station storage tanks. The former operation is handled entirely by the Cool Barge personnel while the latter is performed by station personnel.
- 2-6-3 Cool Barge Resupply - Fuel delivered by the annual Cool Barge is brought ashore by a 180 foot landing craft which grounds itself on North Beach immediately below the storage tank. The barge provides a flexible 4" fill hose which runs from the landing craft to the fill pipe on the north side of the storage tank.

The north side valve has a ball check within the tank to prevent fuel spillage. A pipe extends out from the ball check valve to a gate valve and then to a quick disconnect fitting which couples with the fill hose. This provides double protection even while filling.

- a. Before Cool Barge Arrival:
1. Inspect tank for any sign of cracking or structural weakness.
 2. Install the quick disconnect fitting on the north side fill pipe.
 3. Ensure the vent valve on the tank top operates properly.
- b. During Refueling
1. Have two personnel standing by to assist Cool Barge people.
 2. Ensure hose connections are properly made by Cool Barge personnel.
 3. Have radio and CO2 extinguisher available.
- c. Upon Completion of Refueling
1. Inspect tank for signs of leakage or cracking.
 2. Remove quick disconnect fitting from north side fill pipe and bolt on cover plate. Pack quick disconnect valve in grease, wrap in burlap and securely fasten it to the fill pipe.
 3. Inspect the tank for leaks daily, for one week.

REFUELING PLAN



EMERGENCY BILLS

FUELING AND SPILL PREVENTION BILL

2-6-4 Fuel Transfer to Station Storage Tanks - Fuel is transferred from the North Beach Storage tank to the seven station storage tanks once each year as an operation independent of the Cool Barge. Fuel is pumped through the 22,000 foot 4 inch pipeline running from the beach tank along the road for three miles then running cross country for one mile to the station storage tanks. Fuel must be pumped through the pipe using two portable 50 horsepower fuel pumps.

a. Prior to Transfer

1. Walk the pipeline and inspect for rust, leaking, etc. Pay particular attention to condition of all valves and the expansion joint located across from the Jack Moore ranch.
2. Tune up portable pumps.
3. Inspect Beach Tank and all station storage tanks.
4. Brief personnel as to operation plans.

b. During Transfer

1. Personnel and equipment are assigned as indicated on page 2-9A.
2. Ensure all required valves are open before starting pumps to prevent a pressure buildup in the pipeline.
3. Shut down pumps and secure pipeline valves if any trouble arises. The pipeline holds over 14,000 gallons of fuel when full and securing of pumping immediately when trouble arises is necessary to limit any fuel spill.

c. After Transfer

1. Secure fuel pumps.
2. Open all fuel pipeline valves and allow fuel in pipeline to gravity feed back to North Beach Storage tank.
3. Secure all 12 pipeline valves and remove fuel pumps from fueling stations. Install pipe caps on pump connection pipes.
4. Inspect pipeline for signs of leakage.

CHAPTER 3

STATION ORDERS

1. Authority of the Commanding Officer. U. S. Coast Guard regulations and the Uniform Code of Military Justice (UCMJ) establish the authority of the Commanding Officer to promulgate these regulations and to punish within specified limits, persons who are held guilty of violating them.
2. Persons subject to Station Orders. All persons attached to this station who are subject to the UCMJ shall be subject to station orders and any change or addition thereto.
3. Duties of persons subject to Station Orders. The station orders as published herein constitute the lawful orders of the Commanding Officer or higher authority, and it shall be the duty of all persons subject to these regulations to obey them.

STATION ORDER NUMBER 1

Subject: Systems of Directives

1. To carry out the details of administration and to bring matters of importance to the attention of all hands and individuals as necessary, the following systems of directives shall be used:
 - a. Station Orders shall be issued by the Commanding Officer to treat matters vitally connected with the administration or operation of the station. The individual station orders, serially numbered, covering matters of lasting importance, shall remain in effect until officially cancelled. They shall be published formally. Copies of all effective station orders shall be made available to all hands and all personnel on board shall become familiar with their contents.
 - b. Department Orders approved by the Commanding Officer shall be issued and maintained by the head of the department concerned. They shall cover in detail watches, records, reports, logs, training and such other items as may be deemed necessary by the department head.
 - c. The Daily Routine (Table 2) shall be posted on all bulletin boards and shall be adhered to.

STATION ORDER NUMBER 2

Subj: Evening Reports

1. Heads of departments will make a security check of their spaces prior to commencement of the movie.
2. The OOD shall make a complete and thorough inspection of the station upon completion of the movie. He shall upon the completion of the security inspection report his findings to the Commanding Officer.
3. A report that the station is "Secure" shall mean that necessary inspections have been made, that all doors that should be closed are properly secured, that unnecessary lights have been extinguished, and authorized standing and obstruction lights burning, that machinery and equipment are in proper condition for use in an emergency, that watches are properly manned and that all steps have been taken to safeguard the station for the night.

STATION ORDER NUMBER 3

Subj: Vehicles, government owned

1. Government owned motor vehicles shall be used for official use only. They shall be operated only by persons possessing a valid U. S. Government Motor Vehicle Operator's Identification Card for the type vehicle to be driven. Persons not possessing such a card may not operate any vehicle on this station without the express permission of the Commanding Officer, except in emergencies.
2. Operators shall comply with all station and Federal directives pertaining to the operation of vehicles and shall be familiar with existing directives pertaining to maintenance, care, and records for the vehicles assigned. They shall be thoroughly familiar with the CG Driver's Manual (CG 224).
3. No vehicle shall be placed in motion until each passenger has securely fastened the seat belt provided. This is the operator's responsibility.
4. Before any man operates a vehicle, he is to obtain permission from the OOD and Engineer of the Watch. In addition to signing out in the OOD's in and out log, an entry will be made in the Engineer's Vehicle log, which will be maintained in the Log Office.
5. No vehicle may be used after evening reports, or sunset, whichever is earlier, without the permission of the Commanding Officer.
6. One vehicle shall remain at the station at all times, except when ordered by the commanding officer to depart the station.
7. The station speed limit is 15mph, except between the buildings, where it is 5 mph. The speed limit on all other island roads is dependent on road and weather conditions. This limit shall be published periodically either written or orally.
8. Operation of either tractor will be permitted with the approval of Chief Engineer and Commanding Officer after demonstrating proficiency in the operation of such equipment and passing any required tests that are prepared locally.

STATION ORDER NUMBER 4

Subj: Electrical Appliances

1. Electrical household appliances other than electric razors, lamps, and stereo equipment may be used on board in the barracks only with the approval of the Commanding Officer.
2. If the use of other appliances is granted, they must be connected only to the outlet specified. There shall never be more than one appliance per outlet.
3. All electrical appliances will be grounded with a three prong plug.
4. Heads of departments will by frequent inspections insure that the above is adhered to.

STATION ORDER NUMBER 5

Subj: Health and Sanitation

1. The Hospital Corpsman shall advise the Commanding Officer on matters of hygiene and sanitation, and he shall make daily inspections of stations messing, commissary spaces and heads.
2. Wash bowls, toilets, and washroom decks shall be scrubbed daily with soap and hot water and disinfected.
3. All messing spaces and equipment shall be cleaned after each meal. Dishwashing water shall be maintained at a minimum temperature of 140 degrees F, and rinse water at a temperature of 180 deg. F. Steam shall not be used to dry dishes after their sterilization.
4. Drinking water shall be supplied only through drinking fountains, spigots or closed containers. Drinking directly from a spigot or from a common drinking cup is prohibited. Also the use of common eating utensils is prohibited.
5. No person shall use any silverware, cooking utensils, or food containers supplied by the general messing except in authorized messing spaces or in designated coffee messes.
6. Whenever a person is injured aboard the station, he shall be examined immediately by the Hospital Corpsman. When any person is injured while away from the station, he shall be examined upon his return to the station. A report of all injuries shall be made by the Hospital Corpsman to the Commanding Officer.

STATION ORDER NUMBER 6

Subj: Personal and U. S. Property; safeguarding of

1. No person shall conceal or fail to report to proper authority the loss, removal, destruction or damage of government property entrusted to his care or custody.
2. No person shall remove from its regular place of stowage or location any article of government property, including stores, foodstuffs, first aid equipment or lifesaving equipment without proper authority.
3. No person shall maintain his personal belongings or other articles in his custody in any locker, closet, sea bag locker, or space other than those to which he is regularly assigned or has been authorized to use by the proper authority.
4. Due to the recent ('75) new furniture and its style all attempts are being made to avoid putting locking devices on wardrobe lockers. Any person having valuable possession that need safeguarding should see the Commanding Officer.
5. All outgoing rotation (PCS) boxes may be opened for the Commanding Officer's inspection prior to being shipped to CONUS. In addition, all personal luggage may also be inspected by the CO prior to a person departing.
6. Mail may be subject to inspection upon discretion of the Commanding Officer.

STATION ORDER NUMBER 7

Subj: Small Arms

1. No government owned small arms will be issued for unofficial purposes. The .22 pistol, .22 rifle, and shotgun, however may be used for service planned recreational firing. Personal small arms brought aboard for recreational purposes shall be turned in to the Commanding Officer for his custody.
2. No person shall be issued small arms until he has demonstrated to the CO that he has a knowledge of the operation of the piece and all safety precautions incident to its use. The BMC/ Admin Assist will be designated CO's representative with regard to this paragraph and para 1.
3. No person shall clean, repair, or adjust any small arms except those persons specifically designated by the CO or his representative.
4. Privately owned small arms will be permitted aboard the station under the following conditions.
 - a. All privately owned firearms and ammunition shall be stowed in the station armory except when issued under conditions listed below.
 - b. Each privately owned firearm shall be recorded in the personal weapons log, showing initially the make, model, and serial number of the piece, and thereafter each time of issue and return.
 - c. Each personal weapon shall be issued for the duration of a single excursion. The weapon will be transported directly to the area of intended and authorized use, and upon completion returned to official custody in the armory.
 - d. Station personnel shall comply with Alaska Laws related to licensing, transportation and use of firearms.
 - e. Any change of ownership of a personal firearm shall be immediately reported to the CO or his representative.
 - f. Under no circumstances will firearms be permitted in the barracks.
5. The use of firearms is subject to the following restrictions:
 - a. They will not be fired within a mile of the station or the Jack Moore ranch, except at the lake range, and shall not be discharged in the direction of the station or ranch.
 - b. No weapon will be discharged in the direction of the beach tank, ranch on East Sitkinak, any vehicle, boat, or aircraft, or in any direction which may endanger any person or domestic animal.
 - c. Only shotguns should be fired at birds on the wing.
 - d. Upon the occurrence of any malfunction of any firearm, continuation of its use shall be immediately suspended until the weapon is thoroughly checked and the cause of the malfunction determined and corrected.
 - e. Prior to signing out station recreational weapons ensure that the weapon has been cleaned, with emphasis on the following:
 - (1) Proper functioning of the safety
 - (2) No presence of oil, other than a very light film
 - (3) Smoothness of action
 - (4) No dirt or grit in the chamber

STATION ORDER NUMBER 9

Subj: Tests, Inspections and Safety Precautions

1. All heads of departments shall make a painstaking and thorough search of the Coast Guard regulations, manuals, instructions and other sources of information issued by competent authority, to determine all required and desirable routine tests, inspections and prescribed safety precautions. These items shall be incorporated into suitable department orders to insure that they are strictly adhered to.
2. Each department head shall produce form check-off lists for daily and weekly tests. An appropriate department order shall enumerate these check lists and describe the system of initials that insure the required tests have been made.
3. All heads of departments shall:
 - a. Prepare and post applicable safety precautions at machinery, electronics equipment, and other safety hazards.
 - b. Prepare department orders covering safety precautions particular to his department.
 - c. Make frequent inspections to insure that safety regulations are being adhered to.
 - d. Hold weekly instructions on safety requirements with persons in his department.
4. All heads of departments shall insure that machinery and equipment operating instructions are posted in a location convenient to the equipment or watch standing station. Department heads will assure that the men are thoroughly familiar with prescribed orders and operating instructions before entrusting them with a watch or with operating machinery.
5. No Coast Guard personnel will climb the Loran antenna while the antenna is energized. Before any man climbs the antenna permission must first be granted by the Commanding Officer.
6. A Safety Board shall meet at least once per month to review safety improvements being made and discrepancies noted. Policies shall be established there at to effect greater safety and the minutes of the meeting published for all hands. The Safety Board shall consist of (but not limited to) the Commanding Officer, Chief Boatswains Mate, Senior Engineer, Senior Electronics Technician, Hospital Corpsman, and one other petty officer.

STATION ORDER NUMBER 10

Subj: Gambling and Card Games

1. No person shall gamble with money in playing cards, dice, or other apparatus on board this station.
2. No person shall engage in any card games during prescribed working hours, or during the hours between taps and reveille, except in designated recreation areas.

STATION ORDER NUMBER 11

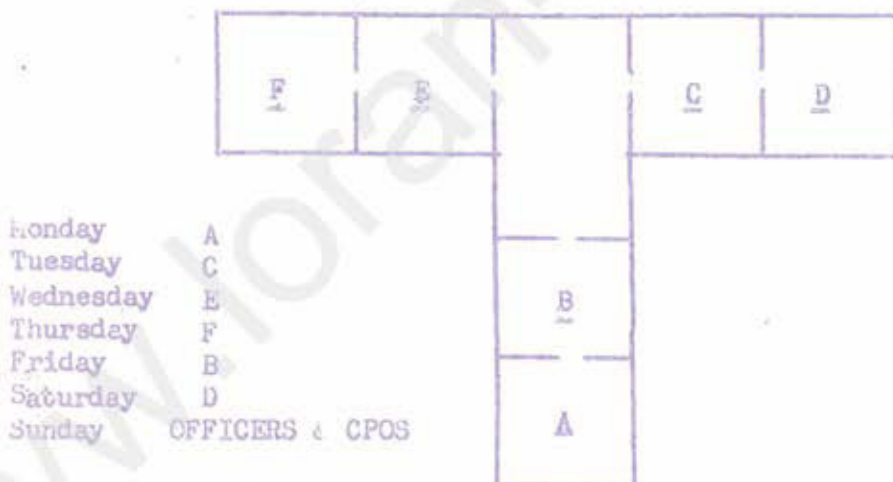
Subj: Tampering

1. No person shall tamper with, manipulate, or operate in any manner any emergency equipment, valves, electrical equipment and controls, machinery, ventilation controls and thermostats, electronics equipment, radio transmitters or receivers, fire detection devices or alarm controls or other equipment it is not his duty to operate, repair or adjust.

STATION ORDER NUMBER 12

Subj: Laundry Room

1. The station laundry shall be available from the hours of 0700 to 2200 daily.
2. The laundry machines shall be operated in accordance with the posted operating instructions, with particular attention to the cleaning of lint filters and avoiding overloading.
3. Each man shall remove his laundry from machines immediately after completion of the operating cycle and shall return the laundry room to a clean and orderly condition after use.
4. The cook and mess cook when necessary may do laundry any day between the hours of 1900 and 2200. This is only to be supplementary to their regular laundry day and is only for galley sanitation reasons.
5. No one will do laundry on other than his scheduled day without the permission of the senior man authorized to do laundry on that day (exception in para 4)
6. A schedule will be posted in the laundry using the following "CUBE" assignments.



STATION ORDER NUMBER 13

Subj: Alcohol, Alcoholic beverages and Narcotics

1. The introduction, possession, or use of alcohol, alcoholic beverages, narcotics, or any container for same on board this unit is prohibited, except as specifically authorized by competent authority.
2. Medicinal alcohol and narcotics shall be administered by the Hospital Corpsman when authorized by the Commanding Officer and shall always be kept in the custody of the Commanding Officer.
3. The following rules shall be observed concerning the operation of the station's beer mess:
 - a. All beer shall be consumed in the general area of the mess deck and pool table except when otherwise authorized by the Commanding Officer.
 - b. No watchstander will consume beer while he is on watch nor prior to his watch. This includes the OOD, Duty Engineer, and the Duty ET.
 - c. Beer will not be consumed during the working day.
 - d. The consumption of beer will be limited to a reasonable amount. Impairment of watchstanders abilities or undue boisterousness will be prima facia proof of overindulgence which will result in administrative action being taken.
4. Additional instructions may be promulgated orally by the Commanding Officer.

STATION ORDER NUMBER 14

Subj: Amateur Radio Station

1. Amateur radio station KL7DND is licensed in the name of the Commanding Officer, C. G. LORAN STATION, Sitkinak Island, Alaska, and is subject to his control at all times.
2. After completing a course in indoctrination of equipment operation, station personnel holding valid amateur operators licenses may be authorized by the Commanding Officer to operate the station equipment. Personnel holding amateur novice or technician class licenses will restrict their operation in accordance with the frequency and power limitations set forth by the FCC.
3. Use of amateur radio equipment to provide communications with the families of station personnel shall be encouraged. Unlicensed personnel interested in obtaining licenses may do so upon completing a course of instruction and passing an examination administered by a licensed operator.
4. Hours of operation shall be unrestricted, except that no person shall use the equipment when on watch or during his assigned working hours. This shall not prohibit station personnel from being called to the ham shack should a contact be made with a station willing to provide phone patch service to his home (if on watch, a suitable relief must be obtained).
5. Personnel operating the amateur radio equipment shall not divulge any details as to the operation of the loran station to any person. A great deal of this information is considered to be classified along with the exact location of the station. QSL cards and answers to queries as to station QTH shall indicate location as Sitkinak Island, Alaska, the general location on a chart and nothing else.
6. Due to the high winds in this area, the following procedure will be adhered to for the protection of the ham antenna:
 - a. The radio watchstander will notify the OOD if the wind reaches 70 knots and the ham antenna is in a raised position.
 - b. The OOD will immediately wake four (04) SA's and/or SN's and carefully lower the antenna and secure in its rest.
 - c. The ham antenna is to remain lowered until the wind subsides.
 - d. If down for any extended period of time, the antenna shall be removed from its pole and stored inside. This will be determined by the CO or his representative. The senior licensed operator will usually be that representative.

STATION ORDER NUMBER 17

Subj: OOD Watches

1. OOD watches will be stood by the senior petty officers (E-5 and E-6) who will be designated in writing by the Commanding Officer. The Administrative Assistant will be responsible for the training and supervision of the OOD watchstanders.
2. They will stand duty on a strict rotation basis commencing at 0900 one day and ending upon relief at 0900 the following day. The senior watchstander will submit a list of the month's OODs to the AA and the Commanding Officer prior to the beginning of the month. No change from this schedule will be permitted without the approval of the AA.
3. The Commanding Officer is completely and inescapably responsible for the operation and safety of the station and its personnel. The OOD is his direct representative and shall report immediately to him any conditions effecting the safety of the station or its personnel. In addition, he shall perform the following duties:
 - a. Know and enforce the provisions of the station Organization Book, especially those station orders pertaining to the Plan of the Day, use of small arms, use of vehicles and recreational absence.
 - b. Insure compliance with Recreational Absence Bill.
 - c. Perform the duties of the MAA in his absence.
 - d. Greet all visitors.
 - e. Insure that the station presents a good appearance and that colors are made as required.
 - f. Make evening reports, in accordance with station order # 2.
 - g. Initial the Commanding Officer's night orders each night and comply with the provisions therein.
4. The maintenance of tidiness and cleanliness of the galley, mess deck, bar areas, with strong emphasis on proper stowage of opened food and sanitation, will be the responsibility of the OOD's after working hours during the week and all day on weekends. They shall ensure that the bar area is thoroughly cleaned prior to 1300 each day. OODs should try to contain their activities (reading, writing, studying, etc) in the mess deck area as much as possible during duty so as to provide easier accessability to the crew and the facilities for which he is responsible.
5. All OODs shall limit lengthy trips with the station vehicles. Whenever possible require the transportation of persons and immediate return of truck by another member of the crew so as to make transportation available to as many crew members as possible.

STATION ORDER NUMBER 18

Subj: Recreational Absence

1. Recreational absence from the station is authorized during daylight non-duty hours with the consent of the responsible division chief petty officer.
2. All hands will check out personally with the OOD and sign the absence log listing names of all personnel departing, destination, route planned and time out.
3. OOD's will ensure that all hands off the station are aware of the location of any men out hunting.
4. Recreational absence shall be terminated by sunset.
5. Overnight absence, hikes to South Beach and trips to East Sitkinak may be undertaken during fair weather months with the express permission of the Commanding Officer.

STATION ORDER NUMBER 19

Subj: Procurement of Services through Kodiak Airways.

1. No radio watchstander shall initiate a request for any material or services through Kodiak Airways.
2. All requests are to be made with the pilot on a personal basis.
3. Requests for unauthorized items are discouraged, because if discovered pilots will be asked not to provide any additional services that are without the CO's knowledge.

STATION ORDER NUMBER 20

Subj: Aircraft Fueling and Loading Procedures

1. The following safety precautions apply to all types of aircraft which stop on the pad.
 - a. Do not approach any aircraft until the aircraft has stopped and all engines are stopped dead. Approach cautiously so as not to touch any part of the aircraft - aircraft ground damage is hard to explain and expensive to repair.
 - b. Have fire trailer on the pad for all aircraft operations and have it in the immediate area for starting engines, fueling operations, and helicopter takeoffs.
 - c. Stand well clear and out of the prop wash while engines are being started.
 - d. When fuel is being transferred, make sure that an aircraft crew member is present, that the fueling hose is grounded, that it is kept meticulously clean, and that no one is smoking. Try not to spill fuel on the bare skin.

2. The following precautions apply to helicopters:
 - a. All personnel stand clear and only approach after given the "all clear" by the pilot or man in charge on the ground.
 - b. Never approach a helicopter from the tail area. Approach is to be made from the front or either side only after the rotor blade has come to a complete halt.
 - c. Do not enter the aircraft unless instructed to do so by the pilot or a crew member.
 - d. During helicopter takeoffs stand well clear of the aircraft and off to the side, never in front.

STATION ORDER NUMBER 21

Subj: Off Limits Areas

1. Due to certain dangers to personnel or equipment involved, the following areas are hereby placed off limits to station personnel:
 - a. OLD NAVY COMMUNICATIONS SITE - defined as that portion of the ridge forming the backstop for the rifle range targets and extending westward for $\frac{1}{2}$ mile.
 - b. JACK MOORE RANCH - when unoccupied, except that personnel desiring to look for scrap materials there may be permitted to do so with the Commanding Officer's approval.
 - c. OLD DUMP - off limits to vehicles only, which shall not cross the washed out section of the road just before entering the dump.
 - d. ROAD TO SITKINAK DOME - off limits to vehicles only, except as may be authorized by the Commanding Officer.

STATION ORDER NUMBER 22

Subj: Recreational Boats

1. The recreational boats are not to be used outside the lagoon. The canoes are to be used in the lake only.
2. All hands are to wear personal floatation devices while in the boats.
3. Boats are not to be used for breaking ice on the lake.
4. Only two persons are to be in a canoe at one time. Not three or four.
5. When the boat is used in the lagoon, it will be returned to the unit after each use.
6. After use, boats are to be turned upside down and securely fastened to the pier so as to prevent filling with rain or being blown away by our usual high winds.
7. Permission will be obtained from the COD prior to using the recreational boats.

STATION ORDER NUMBER 23

Subj: Exchange Operation and Privileges

1. General. The station exchange is operated as a satellite of the exchange at Support Center Kodiak. It is an official Non-appropriated funds activity and as such is governed by specific rules and regulations. Violation of these can lead to the loss of exchange privileges.
2. Rules and Regulations
 - a. No person may resell any exchange item for the intended purpose of personal profit or gain.
 - b. No sales will be made to unauthorized persons.
 - c. No persons other than the Exchange Operator or Exchange Officer are allowed in the exchange itself.
3. Exchange Operation
 - a. The exchange will be opened at the times posted or at the discretion of the Exchange Operator or Exchange Officer.
 - b. Exchange sales will be on a credit basis and entered in a sales record book. Limited credit will be given during the last month of a tour of duty on Sitkinak.
 - c. Exchange bills will be prepared for each individual monthly, listing the items bought by description, quantity, unit and exact price. An adding machine tape will be attached to support the total.
 - d. Bills are due and payable upon posting and will be paid to the Exchange Operator. Checks will be the normal means of payment with cash used only for small individual purchases.
 - e. When cash is used, a receipt will be prepared upon request, otherwise your check will be your receipt.
 - f. Normally large debts (excess of \$50) will not be carried past the end of the month. An extended credit policy will be prepared and posted separately. Failure to meet this policy may cause loss of exchange privileges.
 - g. The exchange will handle stamp sales on a non-profit basis as a convenience to station personnel.
 - h. Special orders will be handled by the Exchange Operator/ Officer. Because these orders must be placed through Kodiak there is often long delays as much as two to three months.
 - i. A small exchange cash fund is established for the purpose of making change for small cash purchases and change for payment by check exceeding the amount due, provided checks only slightly exceed the amount owed.
 - j. Direct check cashing will not be permitted unless authorized by the Exchange Officer personally.
 - k. Beer will also be sold through the Exchange. Tabulation of beer consumption will be kept by the bartender on a tally sheet which is broken down by individual. At the end of each month individual totals will be included on the exchange bills.

STATION ORDER NUMBER 23 (cont)

Subj: Exchange Operation and Privileges

4. Exchange Personnel

- a. The Commanding Officer is designated as the Exchange Officer.
- b. The Exchange Operator is a volunteer selected by the Exchange Officer. This is a collateral duty and no payment is authorized.
 1. The Exchange Operator will be designated in writing.
 2. The Exchange Operator will be responsible for the exchange merchandise entrusted to him.
 3. He shall insure all items are properly marked and that the exchange always presents a neat and orderly appearance.
 4. He is also responsible for accurate records on sales to the crew.
- c. The Bartender is another selected volunteer.
 1. For records and inventory he is directly responsible to the Exchange Officer.
 2. For matters concerning the schedule of operation and/or other limitations, he is responsible to the Commanding Officer via the Administrative Assistant.

5. Benefits

- a. The exchange is set up for the crew's benefit, to provide necessary items of personal use and many items of luxury.
- b. After each monthly deposit (total amount received) made to the Parent Exchange in Kodiak, a return is given to the unit morale fund at 8% of that deposited. This provides almost the total receipts to the morale fund.
- c. Remember the Exchange is run for your benefit and cooperation is necessary for its continuance.

Fowers