

BOOK ON: BARRACKS ADMINISTRATION:



A Guide for Barracks Officers and Chief Masters at  
Arms, United States Navy

In this folder may be found the materials, and draft chapters, for a book on the above title.

This material was prepared and written in 1945. It was abandoned and never looked at again after the second bomb was dropped on Japan.

The author was in all probability the busiest and highest ranking Barracks Officer in the U. S. Navy. I was in charge of 7,000 spaces at Naval Air Station, Alameda for Fleet Air Alameda. We had a turnover of about 300-400 sailors a day. Drafts came in by railroad at Oakland Terminal; they also came in from the Pacific Theater. They lived in the permanent, concrete barracks of the air station, and in the vast array of temporary wooden barracks far across the station. They were stationed in CASUs, HEDRONs, and with mobile squadrons, or were somewhere in between. There was a small parallel barracks for the sir station personnel (not under me).

My company consisted of maybe forty or more Masters at Arms and well over a hundred compartment cleaners. I did not have to handle mess personnel, thank goodness.

A problem in 1944-45 was illiteracy or something like it. Another was dental and medical insufficiency. The state of equal rights at the time may be judged from the presence of boys from Mississippi and similar places who had only 4<sup>th</sup> grade educations of less than seven months per year. We tried to school and treat them.

I also set up a recreation program. And helped with captain's masts. Occasionally I was part of court martials. In addition to Naval Regulations I took Naval Courts and Boards correspondence course.

A noteworthy service of which I remain proud was ghostwriting a very long letter for the Admiral's signature insisting that the Oakland transportation district institute bus service AFTER MIDNIGHT so our sailors could get back to the barracks before dawn. (There was a dark tunnel between Oakland and Alameda—which was itself an island.) We got prompt and total compliance! It made me a celebrity somewhere beneath the surface.

When I asked the Admiral at an O Club party when and if I, as a newly married man, would be shipped out (for the very first time since entering in summer, 1941), he said, "Hell, Bornet, nobody wants YOUR job!"

It is difficult for me to see in what way the materials and the policies in this folder can have dated from 1945 to the present. Somehow, I hope the Navy learns of the existence of this material, even at this late date.

Vaughn Davis Bornet, PH.D., CDR, USNR (ret)

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A GUIDE  
FOR BARRACKS OFFICERS  
AND CHIEF MASTERS-AT-ARMS,  
UNITED STATES NAVY

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TABLE OF CONTENTS

page

Introduction

i

I. PHYSICAL PLANT

1	Bunks . . . . .	.
2	Lockers . . . . .	.
3	Night Lights . . . . .	.
4	Fire Equipment . . . . .	.
5	Ventilation and Heating . . . . .	.
6	Heads and Showers . . . . .	.
7	Scrubbing Facilities . . . . .	.
8	Storage Spaces . . . . .	.
9	Offices . . . . .	.
10	Outside Areas . . . . .	.
11	Bulletin Boards . . . . .	.
12	Signs . . . . .	.

II. DISCIPLINE AND SAFETY

Barracks Regulations

13	Barracks Regulations . . . . .	.
----	--------------------------------	---

Sentries and Patrols

14	Composition . . . . .	.
15	Telephone Watch . . . . .	.
16	Barracks Sentries . . . . .	.
17	Roving Patrols . . . . .	.
18	Nighttime Inspecting Officers . . . . .	.
19	Cooperation from Barracks Residents . . . . .	.

Reporting Offenders

20	Reporting Offenders . . . . .	.
----	-------------------------------	---

Prisoners-at-Large and Restricted Men

21	Prisoners-at-Large and Restricted Men . . . . .	.
----	---	---

III. BERTHING

22	Objectives in Berthing . . . . .	.
23	Assigning Bunks and Lockers . . . . .	.
24	Bunk Checks . . . . .	.

25 Leave and Temporary Duty Personnel . . . . .

26 Violations . . . . .

27 Miscellaneous . . . . .

IV. CLEANING

25 Daily Routine . . . . .

26 Daily Inspections . . . . .

27 Evening Routine . . . . .

28 Maintenance . . . . .

29 Formal Inspections . . . . .

V. SHIP'S COMPANY

Administration

30 Accounting - Musters . . . . .

31 Accounting - Record Cards . . . . .

32 Accounting - Liberty . . . . .

33 Watch Lists . . . . .

34 Special Requests . . . . .

Education

35 Background Check Sheets . . . . .

36 "Information Booklet for Compartment Cleaners" . . . . .

37 "Instructions for Masters-at-Arms" . . . . .

VI. OFFICES

38 Appearance . . . . .

39 Equipment . . . . .

40 Arrangement . . . . .

41 The Master Board . . . . .

42 More Equipment . . . . .

43 The Telephone . . . . .

VII. SPECIAL SERVICES

The Lucky Bag

44 Gear Adrift . . . . .

45 Gear for Safekeeping . . . . .

46 Gear for Issue . . . . .

The Gear Locker

47 Physical Plant . . . . .  
48 Gear Record System . . . . .

Dissemination of Information

49 The Barracks Officer's Opportunity . . . . .

Index

11

Chapter I

CHAPTER I

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P-H-Y-S-I-C-A-L P-L-A-N-T

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1. Bunks
2. Lockers
3. Night Lights
4. Fire Equipment
5. Ventilation and Heating
6. Heads and Showers
7. Scrubbing Rooms
8. Storage Spaces
9. Recreation Rooms
10. Outside Areas
11. The Master-at-Arms Office

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## I. PHYSICAL PLANT

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### 1. Bunks

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Bunks are the heart of barracks buildings. Count them. Although this may sound foolish, the chances are that this has not been done for some time. It will be surprising if the new count agrees fully with the figure previously accepted as correct.

Check every bunk to see that each is carefully identified on at least one end with a large number, one that can be read with a minimum of light.

Compartments of equal size should have bunks and lockers numbered and placed similarly. When rooms agree it is possible to prepare uniform diagrams of each size room. Figure 1 is an example of such a diagram. Posted in the barracks, distributed to division officers, and kept available for messengers, testimony at captain's mast, etc., these diagrams can justify the effort it takes to prepare them.

\* \* \* \*

### 2. Lockers

\* \* \* \*

Lockers should be given the same close examination given the bunks. Both should be kept in good repair. A complete preliminary list of defective bunks and lockers may be prepared at the same time the numbers are checked.

A word about this: Unless the barracks/<sup>officer</sup>initiates work requests for these and other minor repairs, building installations

will gradually deteriorate. Public works or building officers will have their representatives handle the big jobs--like painting--but they can hardly be expected to have the detailed knowledge of minor barracks matters that the men of the barracks activity have from intimate day to day contact with barracks material. The full initiative rests on the barracks officer. Enlisted men living in the barracks will complain about broken locker doors, twisted bunk springs, broken shower control handles, or missing washbasin plugs in only the most aggravated instances. Whether they are too busy with their own personal affairs, don't care, or just haven't noticed is unimportant. The fact remains that the burden of discovery and reporting necessary corrective measures rests squarely on the head of the barracks activity. This point is discussed more fully in section below.

A method of attaching the name, rate, and unit of each man in the barracks to his bunk and/or locker is required. Attaching this identification to both bunks and lockers is a pure waste of time and effort except in most unusual cases. As between identifying bunks or lockers, the latter has been found to be by far the better for practical administrative purposes. Lockers, incidentally, present large, smooth, and uniform surfaces on their doors and require no special metal or wooden gadgets for the purpose as do many types of bunks.

A lazy method of marking lockers is to attach a large sheet of paper to each door and have each new occupant cross

<u>Squadron or Unit</u>		
<u>PRINT Last Name    Initials    Rate</u>		
<u>Building, Wing, and Dormitory</u>		<u>Bunk Number</u>
<b>FILL OUT THIS CHIT</b>		

Figure 2

MAIN BARRACKS  
TYPICAL 144 BUNK COMPARTMENT

Upper numbers are upper bunks

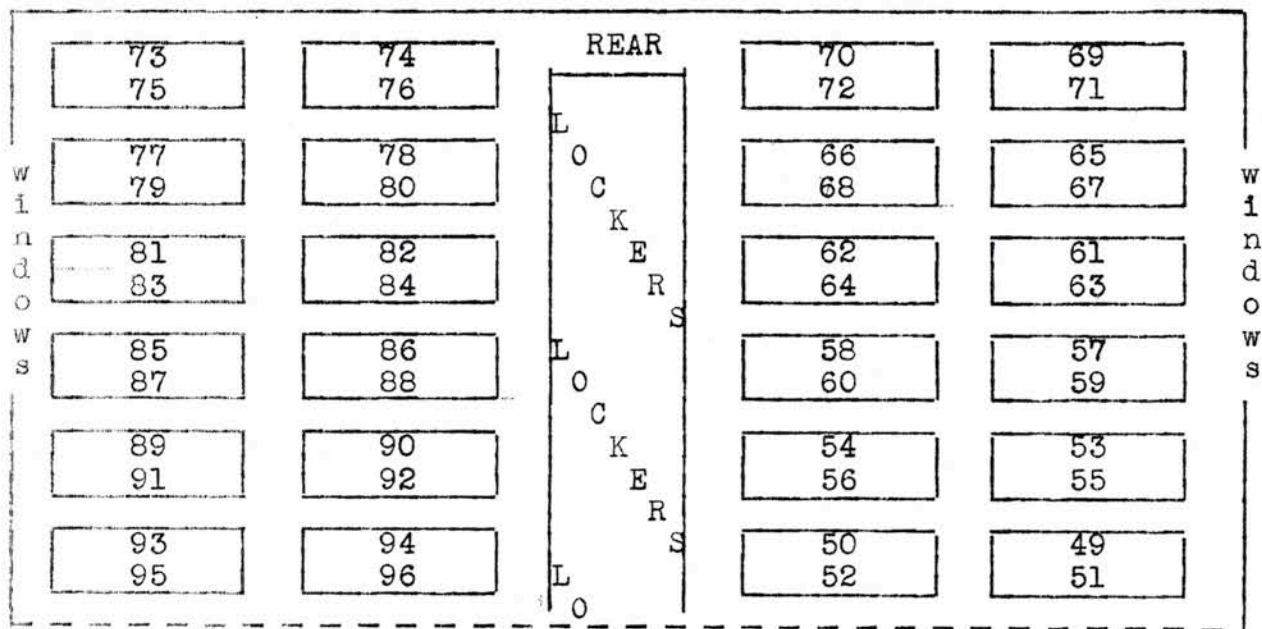


Figure 1

out the name of the prior occupant. This will be found to be both messy and inaccurate. It is better to affix something like a three by five file card and hope the occupant will take the hint. The following method, however, is equally simple and may become a genuine asset for formal inspections:

1. Design a standard locker chit and present it to the proper authorities for printing or other large scale duplication. If prepared by mimeographing methods, as many as six tags may be placed on a single sheet of paper. Any printing shop is equipped to cut these quickly and evenly for immediate use. Enough tags should be prepared to provide one for every locker and permit replacements for at least half a year.

2. Tags should be small and compact. Large ones get covered with personal messages written by the paper-shy friends of locker owners. Figure 2 is an example of a workable locker tag.

3. Attach tags firmly and neatly top and bottom with half-inch brown masking tape (ideal for the purpose). Square off the ends of the tape in each case with single edge razor blades. A fine military appearance results when a length of line is stretched at a height of about five and a half feet from the deck and used to line up tags in all rooms alike.

4. Take steps to see that locker tags are filled out promptly, accurately, legibly, and completely. Persistent publicity will do the trick. Never fail to have torn and disfigured tags replaced for inspections.

Locker tags may be designed, if desired, to carry special instructions and important excerpts from barracks or station regulations. Include these immediately below the men's names. "No smoking; Taps is at 2100, reveille at 0600; A scrubbing and drying room is located in building 20," and similar information is of particular value if used in compartments occupied by transients.

Night lights may be divided roughly into three general classes. Emergency exits must be marked with red lights. Bunk rooms may show white lights before and blue lights after taps. Passageways, heads, showers, and locker rooms are best illuminated by small white lights. It is hard to be arbitrary about the quantity and placing of night lights, but certain uniform considerations govern the illumination of barracks buildings.

Sailors have been known to need artificial assistance in locating bunks and opening lockers after taps (especially on weekends). Well placed, adequate blue lights in bunk rooms go a long way toward helping this situation. When men are encouraged to retire quickly after returning from ashore the sleep of all hands benefits. The lights in heads and showers help too, so long as sentries prevent these areas from becoming clubrooms after taps.

It may be presumed that sentries will carry flashlights and be alert to handle emergencies. Section discusses sentries, their instructions, and their duties more fully. Repetition of this point will not hurt: Emergencies can and must be met half way--before they happen. Proper nighttime illumination is a big part of the battle. (Theft, for example, that problem of a war-swollen Navy, decreases in inverse proportion to the degree of nighttime lighting in locker rooms and sleeping areas.)

A few men, sad to say, will take exception to the idea of night lights. They will say with great emphasis that they "just can't sleep." A few bunk switches will satisfy those with justifiable complaints. The average sailor, after all, has no trouble sleeping in even broad daylight, so don't worry about it. Short shrift should be given men who take matters into their own hands by unscrewing bulbs as fast as they are installed.

Night lights are the crew's protection against confusion and riot in the event of fire or disaster. As such, they should be installed sensibly, checked regularly, and guarded jealously.

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#### 4. Fire Equipment

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Inasmuch as most naval establishments have security officers, fire marshals, and other officials whose duties include the installation and maintenance of fire equipment, it might seem that the barracks officer is thereby relieved of all duties in this direction. Such is not the case. He will be wise indeed if he makes up his mind early in the game that he will bear his share of responsibility for fire protection standards. This is not to say that he should usurp the authority of other officers. It merely means that as the officer knowing most about the enlisted men's living quarters he is in a good position to survey the needs of his area and make recommendations for action to proper authorities.

Request additional fire equipment if it seems to be needed!

Ask that firemen instruct men standing barracks watches in the proper use of fire equipment about once a month. The effect of less frequent instruction sessions will wear off between times.

The barracks officer is in a position to suggest and put into practical effect methods of preventing tampering with chemical and water fire extinguishers, alarm boxes, and fire hoses. Ordinary horse play is the greatest threat to such equipment--and a source of great annoyance to firemen.

On one occasion a barracks area occupied by colored personnel was the source of no less than six false alarms in one twenty-four hour period! This practice stopped abruptly when all hands in the vicinity were kept aboard for twenty-four hours ("for watch and security purposes") and threatened with more of the same. It developed that certain men had just "enjoyed seeing the engines run!" To forestall the greater part of such emotional and unthinking conduct, "dress up" barracks fire equipment as elaborately as possible. A square yard of solid red paint on the bulkhead surrounding telephones reserved for fire use has a salutary effect. Other equally simple counter measures may be contrived as troubles arise.

Never presume that barracks sentries know the location and operation of even the simplest fire extinguishers. On one occasion a sentry attempted to put out a smoking mattress by summoning the duty master-at-arms, whereupon the two men searched for the key to a gear locker, finally obtained a

bucket, filled it with water, and put out the fire--no doubt with a flourish. The presence of a pump type water extinguisher in plain view not five feet away detracted a bit from the quality of their performance.

Lend drama to the idea of watch standing in living spaces. Tell the men to their faces over and over that barracks sentry duty is vitally important. The saying common to the advertising game that "repetition is reputation" is of interest in this connection. Sentry instructions, discussed more fully in section , may conclude with some such injunction as the following:

While you are acting as sentry in the barracks of Fleet Air Alameda you are the representative of Navy AUTHORITY. You are engaged in military duties. You are expected to act military and to be military.

The men in these compartments are sleeping soundly in the belief that YOU will preserve order, sound the alarm, and do your job. Do it! The lives of many men are in your hands.

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#### 5. Ventilation and Heating

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Do any two persons anywhere agree on how much windows should be raised at night, whether radiators should be left on or off, and what temperature is best for sleeping? No agreement seems to exist on these things. A middle course must be steered with hope for the best.

One order to sentries on this matter disposed of it by saying, "Sentries will check all compartments on their posts for proper temperature and ventilation at least once an hour. Common sense should be used in the event of proper



protest by men sleeping in rooms." After all, why insist on enforcing an arbitrary temperature of so many degrees when the majority of men in the barracks complain to anyone who will listen that rooms are too cold--or too hot? Visit the barracks at night frequently, and see conditions at first hand.

Make an effort to turn off at least half of all radiators or other heating units where temperatures permit. For economy's sake avoid such inconsistencies as having several open windows adjacent to steaming hot radiators. All radiators may be turned off completely during the day in many climates. The savings which can be realized by this and similar steps are likely to reach three or four figures in a year's time where several dozen buildings are involved.

Take a firm stand against the practice of using radiators for drying clothes at night. Stick to it. Where the radiators are covered with half washed jumpers, hats, and athletic gear the nighttime atmosphere soon resembles that of a bog or marsh. Unpleasant odors and moisture laden air combine to make barracks bunk rooms undesirable for sleeping and unhealthy to boot. Get tough if necessary. Pick up clothing which violates orders and throw it in the lucky bag as gear adrift. After forty-eight hours the practice will die a natural death.

Stringing individual drying lines in dormitories is a threat to the lives of all hands in the event of riot or disaster. See that barracks are free of this practice. Provide ample

outside drying lines and, where possible, artificially heated and ventilated drying rooms as well. Why fight the perfectly natural desire to dry clothes? Lead it, instead, into channels which better meet the needs of all hands.

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6. Heads and Showers

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If washbasins, toilets, urinals, and showers are inadequate, it will take something not unlike an act of Congress to get additional units installed. And if hot water runs out regularly at 1600, prepare for the worst. See that the situation reaches proper ears frequently and hope for remedial action.

Minor improvements may be made with relative ease. Place small wooden boxes with removable covers at odd points for razor blade disposal and thereby largely eliminate a nuisance. Insist that enough toilet paper is on hand at 1700 to meet demands until 0800 the following morning. If the base has a print shop or if a stencil machine is handy, prepare a few signs and tape them permanently to the bulkheads. PLEASE FLUSH URINALS AND TOILETS; NO STREET SHOES ALLOWED IN SHOWER ROOMS; WASHING CLOTHING IN WASHBASINS PROHIBITED; and SHOWER ROOM CLOSED FOR CLEANING FROM 0800 TO 1100 DAILY are typical of the more useful ones. If neatly prepared and carefully mounted, they will not be abused. This is especially true if blank white areas are limited--to discourage art work. Surprisingly enough, they will be obeyed by nearly everyone.

If louvres (rectangular, lattace-like vents) were not pro-

vided on head and shower doors, attempt to have them put in. They can be prepared by a good carpenter on a mass production basis and installed with a minimum of effort. They serve to provide cross ventilation and modify somewhat the unfortunate results of having all windows closed over a period of time by mistake.

Frequently landscape architects provide luxuriant foliage outside head and shower windows with the idea of partially obscuring the interiors from passers-by. Keep time and nature from combining to block all ventilation in later years.

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#### 7. Scrubbing Rooms

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Washing and scrubbing facilities must be completely adequate. Whether fully equipped scrubbing rooms or makeshift benches try to meet the needs of the men, certain problems arise.

Keep an eye on the hot water situation. The supply must be sufficient to meet rush hour needs. Sometimes minor plumbing and heating changes by competent personnel, augmented by the erection of signs explaining the need for hot water conservation, will have good results. If all other efforts fail, bring the situation to the attention of proper authorities.

Drying lines, either indoors in heated rooms or outside adjoining the buildings, should be adequate. Wash on the lines means a sanitary situation among the crew. A good barracks officer will consider it part of his job to encourage the men to wash their own clothes and do it right. A clean ship is a happy ship.

All theft is difficult to control. The problem of theft of clothing from drying lines is a particularly tough nut to crack. A big step will have been made in the right direction if men mark their clothing according to existing orders. Much less liable to be stolen are white uniforms identified with bold black stenciled names and blues with painted white letters shouting owners' names. Courts martial are reluctant to convict in cases of theft involving unstenciled clothing--another reason why men should comply with basic orders requiring stenciled names on even such incidental items as hats and belts.

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#### 8. Storage Spaces

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Storage rooms of several types are essential to a well organized barracks building. While such rooms were probably provided for in original building plans, it is altogether probable that shelving was not.

Design shelving to fit the type of material to be stored. Remarkable results in the economical use of space can be accomplished through proper stowage. What items are normally stored in barracks buildings? A few are: mattresses and mattress covers, seabags, hammocks, extra blankets, privately owned suitcases, gear adrift, foot lockers and sea chests, and cleaning gear. Lawnmowers, hoses, fertilizer, etc., where under the custody of the barracks activity, constitute a special problem.

Provide one large stowage room--even if it means clearing a small bunk room to get the space. This is the central Lucky Bag. The handling of gear left adrift, of course, will be only

one of its many functions. See that a particularly dependable seaman with a bent for storekeeping is put in charge. The organization and operation of this room are treated more fully in chapter VII.

The central Lucky Bag should be supplemented by small, closet-like rooms evenly distributed among buildings and compartments. Gear found adrift may be deposited in these spaces under lock and key for twenty-four to forty-eight hours before final stowage in the central room. Their use as gear lockers is even more important. Hangers and shelves should be provided for swabs, scrubbers, bleach, and the varied equipment required for maintenance of spotless, sanitary, and pleasant barracks buildings.

Keep all storage rooms free of accumulations of junk by inspecting them regularly and vigorously.

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#### 9. Recreation Rooms

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Barracks buildings can be pleasant and satisfactory living areas without the presence of well distributed reading and writing rooms. The theatre, station library, and ships service canteen may answer all the recreational needs of the men; nothing more may be needed. But small rooms furnished with tables and chairs with perhaps a sofa or two, ashtrays, wastebaskets, and proper lighting will prove decidedly worthwhile when scattered throughout the barracks area.

The organization and furnishing of recreation rooms may well involve the station public works officer, welfare officer,

supply officer, and building and grounds officer. The barracks officer is in a good position to bring these officers together to obtain quick and happy results. Even granting a diplomatic and energetic bent on his part and the presence of full cooperation by all parties involved, the facts that buildings are being altered and money must be spent can slow recreation room development to a walk. More than anything else under these circumstances, the volunteering of a few quiet words of complaint "on behalf of the enlisted men" to the next high ranking officer who inspects the barracks will ~~do more than anything else~~ expedite matters.

Keeping recreation rooms in good repair need not be an insurmountable problem. Frequent cleaning and strict enforcement of carefully written regulations will do the trick. Regulations for recreation rooms are discussed briefly in chapter II.

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#### 10. Outside Areas

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A good master-at-arms and a few average seamen with proper equipment can quickly change the immediate barracks landscape. Grass, trees, shrubs, and flowers lend beauty to an area. But they have advantages over and above the purely scenic.

Dust, for example, has long been the friend of inspecting officers. When at a loss to find anything else wrong with a building they can always find obscure ledges heavy with dust. The process of keeping dust away is an endless one and takes a considerable proportion of the working time of compartment cleaners. Diverting a few of them to the building of a lawn (borrowing equipment and begging seed if necessary) pays big dividends later

in relief from eternal dusting operations inside buildings.

Further benefit will be realized at bases located where the weather is good much of the year. A healthy lawn where the men can sit and talk in the sun is a force for keeping them out of barracks compartments while cleaning is going on. This is important. Proper cleaning of heads, showers, and passageways where men are milling around presents a problem. Fewer men wandering around the barracks during cleaning operations means fewer men on the compartment cleaning force and superior results all around.

A small "outside detail" of compartment cleaners will be able to keep the grounds in shape with little difficulty. In addition to such routine jobs as picking up paper, cutting the grass, trimming shrubs, etc., these men can do odd jobs like building small fences or constructing platforms and enclosures for trash cans.

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11. The Master-at-Arms Office

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A master-at-arms office is a necessary part of any organized barracks area. Its importance is such that its organization, appearance, and equipment have been made the subject of a separate chapter. Beyond pointing out that it should be centrally located, no detailed comments will be made at this point.

Exercise care in choosing the location of the master-at-arms office. The center of the barracks area is the best place only if by "center" is meant the "center of natural traffic pathways."

An example would be barracks buildings strung out in a single row in a far corner of the base pointing like a spoke in a wheel toward its center. Men in these buildings will leave and return by a single route whether going on duty or liberty. It takes no imagination to see that an office located in the center building would be passed by only half the crew, while one in the outermost building would be seen by only the men living in the immediate vicinity. The innermost building would seem to be the proper site for an office under these circumstances.

Do not hesitate to move the office from one place to another if such a step seems advisable. As the nerve center of the barracks area, the master-at-arms office rates and should get a location matching its importance.

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Chapter II

## II. DISCIPLINE AND SAFETY

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### 101. Barracks Regulations

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There is ~~no reason why~~ <sup>must have</sup> barracks ~~cannot~~ be run without special rules and regulations. It ~~must be admitted, however,~~ that ~~cities and towns are not run that way and that any attempt to convert to such a negative way of doing things would be a failure.~~ <sup>all</sup> Communities run smoother when people know their rights, privileges, and obligations. And barracks buildings are a particularly densely populated community. ~~No less than~~ <sup>like</sup> any other heavily populated areas, they need wellwritten, specific regulations, carefully thought out and well publicised.

Barracks regulations must be strictly enforced. Write them so that they can be ~~so~~ enforced. Forbid, ~~therefore,~~ only those practices which can be controlled--and will be. In ~~other~~ <sup>short</sup> words, have no "Keep off the Grass" signs unless you are prepared to keep all hands free of the grass. This principle is basic. ~~A philosophy demanding a~~ <sup>simple</sup> realistic approach to law-making will ~~result in~~ a strong, bedrock foundation for barracks discipline.

Put the regulations in ~~flawless~~ <sup>simple</sup> language and good form for mimeograph or other reproduction. Avoid the tendency to throw the regulations together any old way. They should be as legal in tone, in appearance, and in fact as the "Articles for the Government of the Navy" which are (or should be) posted conspicuously throughout the barracks area.

A barracks officer badly needs and must have the full and complete backing of his own commanding officer and the commanding officers of all organizations berthed in his barracks. To guarantee an understanding on basic matters, barracks regulations should be issued over the signature of the commanding officer. This procedure puts an official stamp of approval on the barracks officer's most important operations and makes it possible for him to enforce barracks discipline with regulations which come right from the top.

⑤ What subjects should be covered by barracks regulations? They may be divided into three general groups. First, procedure for checking in and out of the barracks, the hours the buildings are closed for cleaning, the nature and location of night lights, the rules governing gear adrift, how to get permission to "sleep in" after reveille, and kindred matters of barracks routine. Secondly, brief summaries of station or district regulations on firearms, dangerous weapons, cameras, smoking, etc., and reminders of general orders against damaging government equipment, possession of clothing belonging to other enlisted men, and theft. Finally, interesting or informative material may be included as space permits, for example, the location of the laundry and washing facilities, and how to go about getting stencils, mattress covers, and seabags. In brief, barracks regulations should do three things: control, remind, and inform. To be of maximum benefit the regulations should be posted widely. Damaged copies, of course, should be replaced immediately.

④ To be of maximum benefit the regulations should be posted widely. Damaged copies, of course, should be replaced immediately.

The fewer special regulations and announcements posted in the barracks the better. Barracks regulations will get more attention from the crew when they occupy the most prominent position on each bulletin board and when the rest of the board's surface is kept reasonably clear.

② Figure 3 gives miscellaneous excerpts from regulations in operation at a naval air station on the west coast. They are included more as a guide to form than as to content, since local conditions vary. The form given has been found satisfactory where reproduction is by mimeographing. (Considerably more material can be gotten on a single sheet by using a typewriter equipped with small type.)

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#### 102. Sentries and Patrols

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Daytime protection for barracks spaces lies largely, ~~is not~~ <sup>entirely</sup> in the hands of the master-at-arms force, <sup>which is at</sup> that time distributed throughout ~~all~~ the buildings supervising cleaning operations. Special precautions for guarding buildings during this time will in all probability be found unnecessary. Barracks sentries and patrols discussed below operate with a few minor exceptions from taps to reveille only.

#### 102a Masters-at-Arms

Masters-at-arms stand their watches in the master-at-arms office. Unless the number of masters-at-arms assigned to barracks duty is very small, two men should be on duty at all times. This is an office telephone watch, ~~and sounds quiet and inactive. Quite~~

FLEET AIR MAIN BARRACKS

1. BUNKS AND LOCKERS                      Bunks and lockers are assigned at the window of the Fleet Air Master-at-Arms Office, wing 3. Do not move in or out of a bunk or locker without reporting there first. Do not switch bunks or lockers without permission. Bunk and locker numbers must agree.
  
2. LOCKER CHITS                              Locker chits must be filled out promptly, legibly, and completely. Defacing tags is prohibited. MAAs cut locks off lockers when the name chit has been blank for 24 hours. Fill out that chit!
  
3. BARRACKS HOURS                          Reveille is at 0630; taps at 2100. The barracks are closed for cleaning at the following hours:  

Monday to Thursday:	0800 to 1100; 1300 to 1500.
Friday (Inspection)	0800 until secure from inspection
Saturday & Sunday	0800 to 1100.                              (about 1430).
  
4. SLEEPING IN                                Night check men and others who rate sleeping in privileges get special tags from division officers. Tags must show name, rate, squadron, bunk number, expiration date, and an officer's signature. The Duty MAA will give tags good for one day only at the MAA Office.
  

. . . . .

11. WASHING CLOTHES                          A special scrubbing and drying room is located between wings 4 and 5. Remove clothes promptly when dry. Hang clothes in the heated enclosure or on outside drying lines. Clothing may not be washed in washbasins or shower rooms. Radiators may not be used for drying clothes.
  
12. STENCILS, MATTRESS COVERS, BLANKETS, HAMMOCKS, SEABAGS              The Lucky Bag in wing 3 furnishes stencils, mattress covers, hammocks, blankets (to transients), and temporary stowage space for suitcases and seabags. Mattress covers must be changed once a week. Stow mattresses in the nearest mattress locker, hammocks in the Lucky Bag at wing 3, and empty seabags in individual lockers.

~~the~~ contrary.

The master-at-arms office is at all times the nerve center of the barracks; it is doubly so at night. Men report there to check in and check out, to report sudden illnesses among the crew and request the aid of an ambulance, to complain of noise or theft, and even to get the correct time. It can be a busy spot. The men on this watch are responsible for the mustering and instruction of sentries and patrols, corrective action in case of disturbance (and fire), volunteering of information on the telephone, location of men needed for emergency services, replacement of sentries and patrols who fall down on the job, enforcement of order at taps, and even the holding of a forceful reveille!

The master-at-arms duty watch is, therefore, no job for casual, half-alive sailors. It is a place for the best petty officers the Service can produce. The following advice is contained in booklets given masters-at-arms at one station:

Keep your eyes and ears open as a matter of habit. While it is fine to admit you "don't know" the first time, the second time is regrettable and the third time indefensible. The more you learn, the more valuable you become. As each man gains in value, the whole activity improves. The result is "know how" that counts in a war where every man must stand ready to do his full share.

Hours for watches vary according to local conditions. It is always a good idea to have a permanent daytime duty master-at-arms from, say, 0730 to 1630. Watch hours may then be 1630 to 2200, 2200 to 0200, and 0200 to reveille with the men standing the first watch returning to fill in until 0730. Other hours may prove equally satisfactory.

Routine sentry watches are usually handled by the compartment cleaning force. Like the masters-at-arms the uniform for these men is undress blues. Since they are actually sentries on patrol, however, they wear guard belts and carry clubs, flashlights, whistles, and copies of their sentry orders pasted to boards hanging by white line from their waists. They are expected to look military, act military, and be military. This is a lot to expect of the average seaman second class (the rate of most compartment cleaners), it takes supervisory and educational effort to make his performance of duty approach this high level. Make sentry orders clear. Give each man an individual copy to keep. Explain their meaning carefully and frequently.

Sentry orders are not difficult to prepare. Start them with the famous General Orders for Sentries (which are not given here because they lie no further away than the nearest Bluejackets' Manual). The next step is to prepare Special Orders to meet the needs of the activity. The final step is a general warning to sentries of the serious nature of their duties, a reminder that they guard the lives of hundreds of men. A concluding paragraph of this type has been given in section 4 above.

A word about the Special Orders. They must be tailored to meet local conditions. It is entirely proper to include instructions covering ventilation, methods of suppressing disturbances and fighting fires, and injunctions against permitting loitering in heads and showers after taps. Well written Special Orders

ONE DEAD, NINE HURT IN CAMP KNIGHT FIRE; SENTRY SAVES

SLEEPING MEN IN DORMITORY

"Flames early today brought death to one army officer, injury to nine others and nearly trapped 37 others in a two-story frame dormitory at Camp Knight on the Oakland western waterfront.

"The fire broke out about 1:30 o'clock in the second floor of the building, a bachelor officers' quarters, apparently routing all 47 officer occupants from their sleep.

"The dead man, whose name was withheld pending notification of next of kin, was found apparently suffocated in a kneeling position before a window in his room which he had attempted to open.

"A sentry discovered the blaze, sounding an alarm which routed the occupants and then sent fire equipment to the scene both from the Camp Knight fire headquarters and from Oakland stations.

"Flames were confined to the second floor, but water and smoke damage made the entire building useless. The fire apparently originated in a stairway leading to the second floor.

"Upon sounding the alarm by telephone to camp fire headquarters the sentry raced to the building and aroused the occupants so successfully that 46 of the 47 occupants, all army lieutenants, were saved."

\* \* \* \* \*

The story above was carried by an Oakland, Calif., newspaper on 17 Feb 1944. It has been copied and is being given to all Fleet Air barracks sentries as a reminder that sentry duty is a serious business.

Point by point, step by step, that sentry at the Army base must have known his responsibilities in case of fire.

- (a) He "discovered the blaze;"
- (b) He sounded the alarm which "routed the occupants;"
- (c) He sounded the alarm which sent fire equipment to the scene from two different locations; and finally
- (d) He "raced to the building and aroused the occupants so successfully that 46 out of the 47 occupants... were saved."

Be forehanded. Think now about what may happen on that watch of YOURS--while you still have plenty of time to plan a course of action. As a sentry you hold a position of great trust. KEEP ALERT. DO YOUR DUTY.

\* \* \* \* \*

Figure 4



will strike a clean balance between the necessity for including all important matters on the one hand and avoiding too great a length on the other. Orders exceeding one page in length defeat their own purpose. Sentry orders should be signed by the commanding officer.

Other efforts can be made to develop alert sentries. A small pamphlet of three or four pages may be distributed to all hands at the beginning of compartment cleaning duty. Such matter as the following paragraphs may be included:

Sentry Instructions. Before the 2000 muster each man in the duty section must reread sentry instructions. He initials the watch list as evidence that he has done so. Do not initial the watch list until you have read sentry instructions.

Military Duty. Sentry duty is a military matter. Sentries must walk their posts in a military manner, keeping constantly alert. Men who find it impossible to stay on their feet or who because of sudden sickness or other difficulty feel they need a relief will request one of the Special Patrol or Roving Patrol. No punishment other than the assignment of another watch will come from this action. After all, living spaces must have wideawake men standing guard in them. Lives are at stake.

Sitting and Reading. Sentries will remain on their feet at all times while on duty. Reading books, magazines, newspapers or other printed matter while on post is prohibited. Sentry instructions may be referred to as necessary, however.

Beer and Liquor. Members of the duty section may not drink intoxicating beverages on their duty day under pain of court martial.

Sleeping on Watch. Sleeping on watch in time of war involves grave consequences. Don't stick your neck out! The masters-at-arms or patrols will catch you within a few minutes of the time you start to "relax for just a minute." Most sleeping on watch offenses begin when you sit down to tie a shoelace or to talk with a friend. Stay on your feet!

B-A-R-R-A-C-K-S W-A-T-C-H L-I-S-T

DUTY C. P. O. \_\_\_\_\_

DUTY SECTION	<u>SOUTH BARRACKS SENTRIES</u>			date
WATCH	NAME AND RATE	BUNK NUMBER	POST ASSIGNED	(NO.)
2100-2400	_____	_____	3-1/4-1/4C1/5-1	(1)
do	_____	_____	6-1/6E1/7-1	(2)
do	_____	_____	8-1/9-1	(3)
do	_____	_____	2A2/3-2/3B2/4-2/4C2	(4)
do	_____	_____	5-2/5D2/6-2/6E2/7-2	(5)
do	_____	_____	8-2/9-2	(6)
2400-0300	_____	_____	3-1/4-1/4C1/5-1	(1)
do	_____	_____	6-1/6E1/7-1	(2)
do	_____	_____	8-1/9-1	(3)
do	_____	_____	2A2/3-2/3B2/4-2/4C2	(4)
do	_____	_____	5-2/5D2/6-2/6E2/7-2	(5)
do	_____	_____	8-2/9-2	(6)
0300-0630	_____	_____	3-1/4-1/4C1/5-1	(1)
do	_____	_____	6-1/6E1/7-1	(2)
do	_____	_____	8-1/9-1	(3)
do	_____	_____	2A2/3-2/3B2/4-2/4C2	(4)
do	_____	_____	5-2/5D2/6-2/6E2/7-2	(5)
do	_____	_____	8-2/9-2	(6)

MESSENGERS

WATCH	NAME AND RATE	BUNK NUMBER
0800-1600	_____	_____
1600-2000	_____	_____
2000-2400	_____	_____
2400-0400	_____	_____
0400-0800	_____	_____

STANDBY

(1)	_____	_____
(2)	_____	_____
(3)	_____	_____

\_\_\_\_\_  
V. D. BORNET  
Lieut., USNR  
BARRACKS OFFICER

Figure 5

Other mimeographed material may be prepared and issued to the compartment cleaners from time to time in an effort to dramatize the importance of guard duty. Figure 4 is an example of what may be attempted along these lines.

Like the successful result of repeated blows on a nail will be the cumulative effect of having the senior master-at-arms on duty instruct the duty section of watch standers on the meaning of their orders every night. Five minutes devoted to this night after night will pay big dividends.

An activity which has trouble with men denying knowledge of their sentry orders when they are caught in violations may stop this excuse in a hurry by requiring each compartment cleaner to copy sentry instructions in his own handwriting at least once while assigned to this detail. These sheets may be kept available for ready reference. Although clearly kindergarten stuff, this practice is strongly recommended.

The suggestion made in section 4 above will bear repeating: Ask that firemen be sent to the barracks regularly to instruct men standing watch in the proper use of fire equipment. Lean over backwards to make the barracks safe.

Watch lists vary in appearance in accordance with the number of men involved, the extent of their duties, the size and description of the posts, and other variable factors. Figure 5 is an example of a watch list form which may be filled in daily by typewriter or by hand. It requires an absolute minimum of daily effort. A hint: If small rather than capital letters are used for the men's names, the watch list will be more easily read.

The duties of the masters-at-arms during the night are for the most part of a confining nature. Even with two men on duty at a time there is only a minimum of opportunity for circulating through the barracks. Sentries are confined to the immediate limits of their posts. Some sort of roving patrol would seem to be required.

What are the duties of the roving patrol? Coordination of sentries, especially a uniformity of appearance, motive, and action which is hard to get in any way other than through the medium of a circulating, roving patrol. Such agreement of action and results is essential. For example, each sentry is charged with keeping "proper" ventilation in his area. Ventilation which suits a man who has been standing watch in an area for several hours may be quite different from that required to satisfy an outsider who compares conditions on the post with those in other parts of the barracks. The average seaman is an undependable judge of healthful sleeping conditions. The roving patrol should be able to keep ventilation correct at all times by taking all factors into account. Such sudden temperature changes as may accompany a rain or snowstorm or result from a sudden change in the direction and force of the wind will be given consideration.

By visiting sentries regularly and frequently the roving patrol makes it possible for an ailing watch stander to request a relief without leaving his post. By reporting to the master-

at-arms office from time to time, this patrol helps the master-at-arms in the office to keep track of events.

Roving patrol members may be drawn from first and second class petty officers of squadrons, units, and divisions berthed in the barracks. This plan has the advantage of keeping the master-at-arms force as small as possible. The men standing this duty should be of a superior type and as mature as possible, for they will be called on to settle disputes, suppress disturbances, and make important decisions in time of crisis. The chief master-at-arms should instruct them on the nature of their duties on the day preceding their watches.

#### 102d Inspecting Officers

Much may be gained by having an inspecting officer go through the barracks every night shortly after taps. The logical officers for this job are the assistant duty officers of the watch. These junior officers stand to gain in experience with every such visit, for a considerable number of line officers have never seen the inside of enlisted men's living quarters.

The time and the method of inspecting are matters for the officer to decide. After he reports to the master-at-arms office to pick up an escort and a check sheet for noting discrepancies, he is on his own. The master-at-arms goes along to act as a guide and to represent the barracks officer. He reports the inspection's results to that officer in the morning.

The check sheet is a more direct way for the barracks officer to get the opinions and suggestions of the inspecting officer.

Figure 6 is a check sheet which requires a minimum of effort from the inspecting officer. Its reverse side, suggested in figure 7, should carry a greeting to the inspecting officer from the barracks officer and describe average barracks conditions so that the visiting officer will have an idea of how conditions should be.

Regular visits after taps by inspecting officers have a genuine settling influence on a barracks area. Night lights, ventilation, safety, cleanliness, and discipline are all sure to improve by these informal inspections--especially if the barracks officer does his part by giving the suggestions on the check sheet prompt consideration each morning. Commands which feel reluctant to put their assistant duty officers to the trouble of inspecting barracks compartments in addition to their other duties should send a few senior officers on such a tour several nights as an experiment before reaching a negative decision in the matter.

\* \* \* \*

### 103. Disciplinary Action

\* \* \* \*

It is not within the province of this book to repeat the type of information which has already been given so well in various volumes on leadership and maintenance of discipline. This is not to say that such matters as bear directly on barracks discipline will be withheld. A state of good order in enlisted men's living quarters is too important to be overlooked in a book dealing with their administration. A few suggestions will be thrown on the waters for what they may be worth.

First of all, it is hoped that officers charged with the responsibility for maintaining peace and quiet in the barracks will sign up for and satisfactorily complete the standard correspondence course on Military Law. This course, the textbook for which is Naval Courts and Boards (requiring its reading from cover to cover), is worthwhile to even those officers who have had equivalent work already. An energetic barracks officer will take as many or more disciplinary cases to mast as any officer in a shore establishment. He should be fully aware of the probable consequences of his disciplinary reports before he makes them. In no other way can he fit his actions to the needs of everyday justice.

The reports themselves need not be complicated. Two forms will serve to reduce the process of putting a man on report to the routine class. The first form may be a memorandum from the chief master-at-arms to the barracks officer so arranged that the subject and all the facts may be entered in blank spaces provided. Thus: "The time of the offense was \_\_\_\_\_ on \_\_\_\_\_. Witnesses to the offense or persons reporting it are \_\_\_\_\_ and \_\_\_\_\_." The following comments and facts are submitted for appropriate action: \_\_\_\_\_ [six blank lines] \_\_\_\_\_."

The second form will be a memorandum report form from the barracks officer to the commanding officer (or a formal letter form to be signed by the barracks officer "By Direction" for use in reporting men belonging to other commands). Such forms will give the name of the man reported as the subject and begin

# V. ~~VI~~ Ship's Company

## A. Administration

1. a Special Bulletin -- lack of personnel gear, etc. But not heard
2. Accounting -- Muster
  - a. ~~Muster~~ [Muster Sheets]
  - b. Reporting absentees from muster, watches, etc. to provide uniformity. [Form]
  - c. Disciplinary Log. A summary, chronologically, of absentees.
3. Accounting -- Record cards, sheets, etc.
  - a. [Form] Can be used for uniform assigning of watches, etc. Important that they be assigned fairly.
  - b. [Cards] For each man to give brief records of them -- spec. duties, muster missed, etc.
  - c. Handling I.D. Cards or Liberty Cards a single method [Form]
4. Accounting -- Liberty
  - a. Handling I.D. or Liberty Cards [Form]
  - b. MAA Check-Out Sheet. [Form] why necessary, emergencies.
  - c. Special Liberty Log. [Form] makes it possible to keep on even keel.
5. Watch Lists
  - a. Discussed under chapter II. Should be easy to type on, easily read, coherent, signed, posted 48 hours ahead. Consult forms.
6. Special Request Forms.
  - a. Uniform, in general, throughout service. Leave, Liberty, 50 mile Power, property passes, etc.

## B. Education

1. { Special Check Sheet } To determine type of men in outfit. Note types usually found. Advantages + disadvantages.
2. Quiz on duty, etc.
3. Then: 2<sup>nd</sup> Booklet for Compartment Cleaners + <sup>monks. why? what?</sup>
4. Booklet for MAAs. why? what? <sup>monks</sup>
- 5.





1800 to 0800, to 1944  
month

SPECIAL REPORT SLIP

From: ~~Duty Chief~~ <sup>Permanently duty</sup> Master-at-Arms.  
To: ~~Platoon~~ Barracks Officer.  
Via: ~~Platoon~~ Chief Master-at-Arms.  
Subject: R\_O\_U\_G\_H L\_O\_G. <sup>placed under "musters"</sup>

1. The following P. A. L.s and restricted men missed musters as indicated (the mark "(#)" means (Missed 2000 and 0645 musters and the all night bunk check):

Name and Rate	Squadron	Musters	Excuse (if any)

2. The following compartment cleaners missed the muster at 2000 at wing 3:

Name	Duty or Standby? <i>Section?</i>	"Late" or "Absent"	Excuse Acceptable?

3. The following sentries were late for or missed their watches:

Name	Post	Time of Watch	"Late" or "Absent"	Excuse Acceptable?

4. The following compartment cleaners missed the muster at 0745 at wing 3:

Name	Time Showed Up	"Late" or "Absent"	Excuse Acceptable?

5. ~~Compartment cleaners whose names appear above with "NO" entered in the "Excuse acceptable?" column have been notified to report to the Barracks Office at 0900 in the morning. The following men cannot be located and may be AOL or AWOL:~~

Name	Section	Comments

6. Extra sheets are attached listing significant drafts of men received (giving time, squadron, place berthed) and events of importance which occurred during the above period.

Time 0830, 1944 Signed: \_\_\_\_\_





GISH, JOSEPH J., S2/c

CASU SIX

10 SEPTEMBER

SL - 1400, 15 SEPT. TO 0745, 17 SEPT. TO SEE WIFE.  
SL - 1600, 20 SEPT. TO 0745, 21 SEPT. FOR CHURCH SERVICES

17 SEPT. - LATE FOR MUSTER - 2 HRS. EXTRA DUTY IN LUCKY BAG.

25 SEPT. - DORMITORY NOT CLEAN - 4 HRS. EXTRA DUTY ON OUTSIDE DETAIL

1 OCT. - LATE FOR WATCH - 8 HRS. EXTRA DUTY WASHING BULKHEADS

~~IV A~~ IV A 4a

Gish, Joe C. S2c

Sec 1

Hedron 8

8-1-144

2 D  
led  
file  
bot







UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

B-A-R-R-A-C-K-S N-O-T-O-I L-I-S-T

POSTY C. P. O. \_\_\_\_\_

DATE \_\_\_\_\_ Date  
SECTION \_\_\_\_\_ STANDBY  
SECTION \_\_\_\_\_

NORTH BARRACKS Sentries

WATCH	NAME AND RATE	BUNK NUMBER	POST ASSIGNED (NO.)
0200-0200			UPPER DECK (7)
do			LOWER DECK (8)
0200-0630			UPPER DECK (7)
do			LOWER DECK (8)
1600-2200			11-1 OFFICE WATCH

SOUTH BARRACKS Sentries

WATCH	NAME AND RATE	BUNK NUMBER	POST ASSIGNED (NO.)
0200-0200			3-1/4-1/4C1/5-1 (1)
do			6-1/6E-1/7-1 (2)
do			8-1/8F-1/9-1 (3)
do			2A2/3-2/3B-2/4-2/4C-2 (4)
do			5-2/5D-2/6-2/6E-2/7-2 (5)
do			8-2S/8-2/8F-2/9-2 (6)
0200-0630			3-1/4-1/4C-1/5-1 (1)
do			6-1/6E-1/7-1 (2)
do			8-1/8F-1/9-1 (3)
do			2A2/3-2/3B-2/4-2/4C-2 (4)
do			5-2/5D-2/6-2/6E-2/7-2 (5)
do			8-2S/8-2/8F-2/9-2 (6)

MESSENGERS

WATCH	NAME AND RATE	BUNK NUMBERS
0800-1200		
1200-1600		
1600-2000		
1300-2000		
2000-2400		
0000-0400		
0400-0800		

STANDBY

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

V. D. BORNET  
Lt. (jg), USNR  
BARRACKS OFFICER

M\_A\_S\_T\_E\_R-A\_T-A\_R\_M\_S

W\_A\_T\_C\_H\_L\_I\_S\_T

section

date

DUTY C. P. O. \_\_\_\_\_

<u>WATCH</u>	<u>NAME</u>	<u>RATE</u>
<u>0800 - 1600</u>	_____	_____
	_____	_____
<u>1600 - 2200</u>	_____	_____
and	_____	_____
<u>0630 - 0800</u>	_____	_____
	_____	_____
<u>2200 - 0200</u>	_____	_____
	_____	_____
	_____	_____
<u>0200 - 0630</u>	_____	_____
	_____	_____
	_____	_____

STANDBY

(1)	_____	_____
(2)	_____	_____
(3)	_____	_____

\_\_\_\_\_  
V. D. BORNET  
Lt. (jg), USNR  
BARRACKS OFFICER

CARRIER AIRCRAFT SERVICE UNIT SIX  
Flag Allowance of ComFair Alameda

LEAVE REQUEST

DATE \_\_\_\_\_

From: \_\_\_\_\_  
(name) (rate) (Div.) (Dept.) (Section)

To : The Executive Aide.

1. It is requested that I be granted \_\_\_\_\_ days leave of  
absence - Annual - Reenlistment - Emergency - Commencing on \_\_\_\_\_

2. My reason for requesting this leave is \_\_\_\_\_

3. I have had \_\_\_\_\_ days leave this calendar year.

4. I last had leave \_\_\_\_\_ days, Date \_\_\_\_\_

5. Date of enlistment \_\_\_\_\_ Total Naval Service \_\_\_\_\_

6. Date reported to CASU-6 \_\_\_\_\_ From \_\_\_\_\_

7. My address while on leave will be \_\_\_\_\_

8. I have sufficient funds to defray all personal expenses and  
to provide for my return to duty on time.

\_\_\_\_\_  
(Signature)

Sec.Ldr. \_\_\_\_\_ Div. C.P.O. \_\_\_\_\_ Approved \_\_\_\_\_ Ldg CPO \_\_\_\_\_  
(name) (Is Not) (Initials) (Initials)

Forwarded recommending approval/disapproval. This is/is not  
in excess of five (5) percent now on leave. (Attention is invited  
to Unit Notice No. 2-44).

No. in division this date \_\_\_\_\_  
Division quota this date. \_\_\_\_\_  
No. on leave this date. \_\_\_\_\_  
No. approved requests this date. \_\_\_\_\_  
The services of this man can - cannot be spared during

this period.

\_\_\_\_\_  
(Signature of Division Officer)

Approved:

\_\_\_\_\_  
(Signature of Head of Dept.)

\_\_\_\_\_  
(Flag Secretary)

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Approved \_\_\_\_\_ Chief Yeoman \_\_\_\_\_  
(Personnel Officer)

\_\_\_\_\_  
Approved \_\_\_\_\_ Granted \_\_\_\_\_  
(Executive Aide.) (Commanding Officer)

P-18-1/MM  
(11- )

UNITED STATES PACIFIC FLEET  
U.S. NAVAL AIR FORCES  
CARRIER AIRCRAFT SERVICE UNIT SIX

\_\_\_\_\_  
(date)

S-P-E-C-I-A-L R-E-Q-U-E-S-T

From: \_\_\_\_\_  
(last name) (first name) (initial) (rate) (Dept.) (Sec.) (Div.)

To : Executive Aide.

1. It is requested that I be granted \_\_\_\_\_

From: \_\_\_\_\_

To : \_\_\_\_\_

TOTAL: \_\_\_\_\_ Hours Liberty.

2. My reason for this request is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of requestee)

\_\_\_\_\_  
(Signature of Standby) (Rate) (Section)

Div. Sec. Ldr. _____	Approved	Head of Dept. _____	Approved
Unit Sec. Ldr. _____	Approved	Pers. Off. _____	Granted
Div. C.P.O. _____	Approved	Exec. Aide _____	Granted
Ldg. Chief _____	Approved	Div. Officer _____	Approved

-----  
APPROVAL OF THIS SPECIAL REQUEST IS ACKNOWLEDGED

\_\_\_\_\_  
(Unit Section Leader)

\_\_\_\_\_  
(Div. Section Leader)

\_\_\_\_\_  
(Division Officer)

-----  
READ BELOW FOR INFORMATION CONCERNING CORRECT PROCEDURE

-----  
NOTES:

Request for exchange of duty will be signed by standby in space provided.

The following is quoted from the Bureau of Personnel Manual:  
"Authorized absence from duty for more than forty-eight hours should be considered as leave."

Except in cases of emergency no special request will be honored at any time other than Request Mast.

FLEET AIR ALAMEDA BARRACKS ACTIVITY

SPECIAL CHECK SHEET

date

PRINT clearly all information given.

Last name First name Middle name Rate USN or USNR

Squadron or unit Service number Age Date of birth

Address of wife, if any,

Name and address of parents.

Number of brothers Number of sisters Home state

Total years of school Graduate from high school? When? What city?

Go to college? Where and when?

What date did you enlist in the Navy? What date did you go on active duty? Where have you been stationed before now (including boot camp)?

Are you anywhere near getting a rate? Which? If a Seaman Second, have you begun work on Seaman First? What have you done?

Note: Seaman First is an open rate. Study the course book, pass twelve tests and the final examination, get recommended, and you have it. It carries an increase in pay of \$12.00 a month.

What type of work did you do in civilian life? Name some of the jobs you held longest:

Can you swim far or long enough to save your life in an emergency?

Can you swim fifty feet? Height: Weight:

Are you interested in sports: Which ones:

Would you like to play on teams in any of these sports? Which ones?

How much experience have you had in these sports? What experience have you had in military drill?

Have you been stationed aboard ship since coming into the Navy? Have you been stationed outside the country since coming into the Navy? Explain:

From which Navy schools have you graduated? (Do not include boot camp)

What kind of work do you want to do after the war?

Of what church are you a member? Will it be necessary for special arrangements to be made to allow you to attend services? See the Barracks Officer if this is the case. Does your wife (if any) live in the Bay Area?

Other information of interest:

MASTER-AT-ARMS QUIZ NO. 1

The purpose of this quiz is to determine to what extent members of the Fleet Air Master-at-Arms force know the basic facts about their job in the Main Enlisted Barracks, the facts they should and must know before they can safely wear police badges and represent the Commander Fleet Air Alameda to the general run of enlisted men.

This is the first of several such quizzes. Grades will be posted on the Master-at-Arms bulletin board. Men who make consistently low grades will take that as a warning that A to N needs more study and that they should keep their eyes open during their daily performance of duty.

Note: Take your time, write legibly or print, sign your name on the line at the top, don't make careless errors.

-----

1. You and a Commander are walking toward the dispensary together talking as you go. You should be on his (left, right).
2. An ensign approaches and salutes the commander. You also (are, are not) expected to return the salute.
3. Captain Boone comes out of Ships Service examining his new cap in his hands instead of wearing it. He could not return your salute without his cap on, so you do not salute to avoid embarrassing him. You are (right, wrong).
4. The correct answer to give in response to a direct order or command by a superior officer is: \_\_\_\_\_.
5. You are talking to the duty officer of a squadron on the telephone. The officer inquires, "Are you a master-at-arms?" Your response is: " \_\_\_\_\_."
6. You deliver a prisoner-at-large to the squadron personnel officer. The prisoner takes off his hat. Do you? (yes, no)
7. You are a coxswain and master-at-arms in the barracks. An AMMlc throws a softball through one of your windows. When you try to take his name he refuses to give it and you say, "You are under arrest. Come down to the office with me." He refuses on the grounds that he has had ten years' service, is USN, has on the Navy Cross, and is a first class petty officer while you are only a coxswain. He is (right, wrong). Why? \_\_\_\_\_
8. In question #7 the AMMlc is drunk as a dog. He takes a swing at you, connects, and with no one nearby and the 70 pound advantage he has over you it looks as though you're in a spot. You take your club and hit him on the head as hard as you can. He quiets down.... You (should, should not) have used your club in self defense. You (should, should not) have hit him on the head. You might better have hit him on the \_\_\_\_\_ or \_\_\_\_\_.
9. You are a master-at-arms. You are attached to Casu X. You tell a smart aleck from VP-Q to square his hat. He says, "You take care of Casu X's men; we have our own master-at-arms." Therefore you (forget it, take his name).
10. In case #9, the man belonged to Naval Air. You belong to Fleet Air. You should (forget it; take his name).

11. You are on watch in the office. A CPO in blues comes in and says that he represents the Admiral and works next door to him. He says, "Have a messenger get me a blanket." You say, "Yes Sir" and stand up when he comes in the office. You said the (right, wrong) thing; you (should, should not) have stood up.
12. An ensign comes in the door to the master-at-arms office without warning during the day. You should call everyone in the office to attention and wait for the officer to say "Carry on." (True, false). Would you do so if it were a full commander? \_\_\_\_\_  
Suppose it were the commanding officer of the naval air station? Would you call attention then? \_\_\_\_\_.
13. In no. 12 should you come to attention or at least stand up if the ensign comes to your desk and says, "I am looking for AM3c SMITH"?
14. You are showing a visiting officer through the barracks. You come to an open door. You (should, should not) go through the door first. (This is not a formal inspection).
15. In #14, suppose the room you were about to enter were dark or there might have been obstacles in the passageway. Would you be justified in saying, "Allow me, Sir" and going in first?
16. When an enlisted man gets to know an officer very well, is it generally considered good practice for him to smile and say "Good morning, Sir" or the equivalent, instead of saluting? \_\_\_\_\_.
17. If you know an officer very well, it is considered good practice for you to refer to him by his first name, his last name without the Mr., or a nickname when talking about him to other enlisted men when he is not around. (True, false)
18. You can always tell a good master-at-arms. He is the one who brings the most enlisted men to the barracks office for refusal to obey his orders. (True, false).
19. If a master-at-arms yells loudly enough/he stands an excellent chance of getting instant obedience. (True, false). Always question men where their friends can hear everything that is being said rather than taking them to one side or to the office. (True, false).
20. Since you are a master-at-arms and represent the power and the dignity of COMFAIR ALAMEDA, you are authorized to go in any locker in the barracks any time. (True, false).

\* \* \* \* \*

- A. The letters CASU mean: \_\_\_\_\_.
- B. The letters HEDRON mean: \_\_\_\_\_.
- C. The letters AROU mean: \_\_\_\_\_.
- D. The letters SOSU mean: \_\_\_\_\_.
- E. A VP squadron flies what type of plane? \_\_\_\_\_.
- F. A VR squadron does what? \_\_\_\_\_.
- G. What do the following letters mean or refer to?  
 AG 17 \_\_\_\_\_  
 VB 17 \_\_\_\_\_  
 VF 17 \_\_\_\_\_  
 VT 17 \_\_\_\_\_
- H. The squadron or unit with the most men in the Fleet Air Main Barracks is: \_\_\_\_\_.
- I. What squadrons or units are in the following spaces: (usually)?  
 5-1 \_\_\_\_\_ 8-1;8-2;9-2 \_\_\_\_\_  
 9-1 \_\_\_\_\_ 3-1;3-2;4-1 \_\_\_\_\_  
 11-2 \_\_\_\_\_ 12-1 \_\_\_\_\_

12 0 7

INSTRUCTIONS FOR MASTERS-AT-ARMS  
OF  
FLEET AIR ALAMEDA

I. STANDARDS OF CONDUCT AND PERFORMANCE OF DUTY

Men ordered to master-at-arms duty in the barracks of Fleet Air Alameda bear a heavy responsibility. Some men detailed to the barracks will have had years of experience in this type of work; others will be starting from scratch.

Unfortunately, it is difficult if not impossible to break in a master-at-arms gently and make his responsibilities come gradually. The minute a coxswain or other petty officer puts on the police badge of Fleet Air Alameda he assumes, immediately, both obligations and powers. The police badge brings with it a certain exposure: a master-at-arms is noticed by other persons. The man who got away with not saluting and who wore his hat on the back of his head without reprimand, suddenly finds himself the object of dark glances from officers. Some hidden change must have taken place! That change can be put into a brief statement: A master-at-arms is supposed to enforce the law--not break it.

A. FALSEHOOD

The word of a master-at-arms must be above any possibility of falsehood. Men detailed as masters-at-arms are police officers, and as such their word is considered to be first class evidence in courts martial and before captains' masts. "The truth, the whole truth, and nothing but the truth" means just what it says.

This special position of trust and power brings with it a special responsibility. On occasion a police petty officer is in a position to do considerable harm to enlisted men. Be careful! Make no untrue or loose statements carelessly either during the course of a disturbance or later when the case comes to captain's mast. Remarks made thoughtlessly or heatedly at the scene of disturbance may come under fire later to your discredit. Beware of accusing anyone of anything unless you are prepared to prove everything you say with factual evidence.



## B. GAMBLING

Gambling is contrary to the Articles for the Government of the Navy. The barracks are under constant patrol to prevent this practice. Masters-at-arms help patrol. Needless to say, a master-at-arms who is caught gambling can expect little consideration at captain's mast. Enforce--don't violate.

## C. THEFT

Theft is a serious matter in the military services. The thief is looked down on from every side. It is safe to say that all men in the Navy resent thievery--even a thief (when his own belongings are stolen). Most petty officers know better than to steal.

It is surprising, however, that so few men take seriously the full wording of the AGN on this subject. Subject to court martial is a person who "knowingly and wilfully misappropriates, applies to his own use or benefit, or wrongfully and knowingly sells or disposes of any ordnance, arms, equipment, ammunition, clothing, subsistive stores, money, or other property of the United States...." This sentence covers a lot of ground. The Navy also prohibits a man from having in his possession knowingly, wilfully, and without proper authority the clothing of another.

A barracks regulation requires turning in gear found adrift to the Lucky Bag. Resist the temptation to let an undress jumper, pair of shoes, or wrist watch "stick" to your fingers. Surprise locker inspections come along form time to time. "Neither a borrower nor a lender be," is an excellent policy for clothing.

## D. ABUSIVE LANGUAGE

Abusive language and a free use of profanity toward other enlisted men are for the most part entirely unnecessary to an efficient performance of duty. A petty officer who drops a string of oaths every time he gives a simple order shows the world that he is afraid of not being obeyed. A quiet but firm order is best. Act as though you have authority and expect to be obeyed. You will be! Don't strain.

Avoid using provocative language on enlisted men living in the barracks. Be especially careful when dealing with men in dungarees. A coxswain who unwittingly calls a first class petty officer of long Navy experience an S.O.B. or worse is asking for trouble. Such conduct is degrading to the police badge you wear. Most routine arguments with petty officers can be avoided by taking a little extra trouble to explain matters. A minute of explanation that prevents bad feeling is a good investment. Explain the orders you work under, and point frequently to Barracks Regulations as the reason for unpopular decisions. Develop a technique for getting your point across without raising your voice.

#### E. LEADERSHIP

Police petty officers give a variety of orders all day long. The ability to give orders is probably the most important single skill of the boatswain's mate and coxswain. Study leadership as a subject. Metalsmiths and other skilled trade workers read books on their specialties as a means to more efficient work and steady advancement. Why shouldn't a master-at-arms strive to develop his powers of leadership?

Every master-at-arms assigned to duty with Fleet Air Alameda has several men working under his supervision. Learn the men's names. Know something about each man. Develop the habit of noticing the weaknesses and strengths of your individual men and parcel out the work accordingly. Treat your men right. Leadership is a combination of many things.

#### F. DON'T GUESS

The best habit a master-at-arms on MAA Office watch can form is that of freely admitting that he doesn't know everything.

"I don't know," can be of real benefit to the whole Barracks Activity. Remember that the man who guesses must be mighty lucky to be right even half the time. If you guess wrong, you may (for example) inconvenience a man seeking directions to an activity. He very soon tells the world about that lazy master-at-arms in the Fleet Air Barracks. Finally the story broadens to carry with it the implication that Fleet Air masters-at-arms are all stupid.

When a man comes to the MAA Office window and asks a question give him a straight answer. If necessary, ask the other men in the office. If the question is of real importance, telephone the proper person or activity and find the answer for him or send him elsewhere.

Keep your eyes and ears open as a matter of habit. While it is fine to admit you don't know the first time, the second time is regrettable and the third time indefensible. The more you learn, the more valuable you become. As each man gains in value, the whole activity improves. Soon Fleet Air MAAs get a reputation for knowing the score. And that's the kind of "know how" that counts in a war where every man must stand ready to do his full share.

#### G. QUALITY

To repeat, a master-at-arms is in an exposed position. Much, perhaps too much, is expected of him.

A good master-at-arms looks better than other men; he acts better than other men; he thinks better than other men. A good master-at-arms is better than other men.





Keep a Clear Record. A poor record as a compartment cleaner can have an adverse effect on a man's career in the Navy. The Barracks Officer makes periodical reports on each man's performance of duty to division officers or department heads.

The Report. Each man's performance of duty is reported on a card similar in form to the following:

GISH, J., Jr., Slc Compt. Cleaner from 1 Jan--1 Mar 1945	Flag
<u>Special Liberty:</u> 23 July, to meet wife at the train in Oakland.	
<u>Offenses:</u> 1 Aug, missed muster (overslept); warned.	
<u>Comment by Man's MAA:</u> "Better than average."	
<u>Comment by Bks. Officer:</u> "GISH showed ambition by working on the Slc course while on this duty. He made Slc on 1 Sept." Recommended for other duties.	
	VDB

Permission is granted to reproduce this booklet in whole or in part or to paraphrase and adapt any of its sections for special purposes.

The Barracks Officer signs all reports personally and checks the facts submitted. How good will your report be?

No Strain. Compartment cleaning is easy for a man who does his share, is prompt, obeys his orders, and shows a little initiative. It is (like other duty) a nightmare to anyone who thinks he is too good for his job and acts accordingly. Cooperate with your master-at-arms. Keep your skirts clean.

T\_H\_E\_B\_A\_R\_R\_A\_C\_K\_S

Temporary. The Fleet Air Reassignment Barracks are

ORDERS AND REGULATIONS

The following station orders and regulations apply to all men on the Naval Air Station:

- (A). Bonfires. The lighting of bonfires on the station for the purpose of burning scrap material is prohibited until certain requirements have been met. The fire chief must give his approval in writing.
- (B). Smoking. Smoking is forbidden in the barracks except for the heads (and the MAA Office). Compartment cleaners should be careful to obey this order, as disobedience results in serious punishment. Barracks buildings are far from fireproof.
- (C). Gasoline. The use of government gasoline in privately owned vehicles is illegal even if the gasoline was about to be thrown away after having been drained from a tank or container.
- (D). Liquor. The introduction, possession, or use of alcoholic liquors in barracks spaces is prohibited.
- (E). Government Property. "Misappropriation, misuse, willful, or careless destruction of Government property is an offense punishable under both Naval and civil law. Stowage of any property of the United States Government among personal effects, in lockers assigned to individuals or groups, or carrying it on the person, is expressly forbidden."
- (F). Out of Bounds Areas. Officers' homes, chiefs' quarters, Wave barracks, and adjacent areas are out of bounds to enlisted men.

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

VDB:tz

11 March 1945

MEMORANDUM

To: Fleet Air Compartment Cleaners,  
Reassignment Barracks.

Subject: Information Booklet for Compartment  
Cleaners, Reassignment Barracks.

1. This booklet is a summary of orders, memoranda, and general information applicable to compartment cleaners in the Reassignment Barracks.
2. Each man is given a copy of this booklet on first reporting. It should be kept and referred to from time to time. Typical subjects covered are liberty, discipline, personnel and locker inspections, and advancement in rate. The objective has been to replace scuttlebutt and guessing with accurate information--to let each man know just exactly where he stands.
3. Fleet Air Compartment Cleaners maintain a clean and healthful home for themselves and their friends. As sentries at night they guard men's lives and property. This job is beneath no man's dignity.
4. Cleaning compartments and standing guard are just two of the countless tasks which must be done and done well if the war is to be won. Give them your best.

V. D. BORNET  
FLEET AIR BARRACKS OFFICER

T A B L E O F C O N T E N T S

page

To Fleet Air Compartment Cleaners,  
Reassignment Barracks . . . . . 1

DISCIPLINE . . . . . 1

Jurisdiction  
The Barracks Officer  
Major Offenses  
Minor Offenses

LIBERTY . . . . . 1-3

Sections  
Hours  
Weekend Liberty  
Special Liberty  
Property Passes

DAILY ROUTINE . . . . . 3-4

Monday through Thursday  
Friday  
Saturday and Sunday

ADVANCEMENT IN RATE . . . . . 4-5

Opportunity  
Method

LEAVE . . . . . 5

Difficult  
Emergency Leave  
Talk it Over

BARRACKS SENTRY DUTY . . . . . 6-7

(A) SENTRIES  
Watches  
Military Duty  
Sitting and Reading  
Beer  
Salutes

"It should be a matter of pride with men in the Naval Service to be habitually neatly and smartly dressed and to see that their uniforms are scrupulously clean. There is no question but that those who are properly and smartly dressed at once create a far better impression than those who fail in this respect or who wear ill-fitting or stained clothes."

Hats, Dungarees: "DC's". Messengers and sentries must wear hats squared. Dungarees should have buttons sewed on and all tears mended. If dungarees are ruined during work, permission may usually be obtained from the Barracks Officer to get new ones from the Lucky Bag. All clothing obtained in this manner will bear a "DC".

Mark Clothing! Mark clothing for your own protection. A man who is caught by a surprise locker inspection with other men's clothing in his locker has a hard time escaping the charge of "illegal possession of clothing belonging to another enlisted man." Get permission from the Barracks Officer to have clothing "DC'd".

Personnel Inspections. For inspection days: shine those shoes; square that hat; brush blues; get hair cut; stand up straight with chest out, heels together, eyes to the front, and hands relaxed at the sides. The Fleet Air Compartment Cleaners usually look as snappy at personnel inspections as any outfit on the base.

Locker Inspections. Make your locker agree with the picture on the locker door in every small detail. Watch particularly the folding of the blues, shine on shoes, square corners on piles of handkerchiefs and dungarees, and dust on shelves. All clothing should have been scrubbed clean.



you within a few minutes of the time you start to "relax for just a minute." Most sleeping on watch offenses begin when you sit to tie a shoelace or talk with a friend. Stay on your feet.

Remember This! While you are acting as Barracks Sentry in the barracks of Fleet Air Alameda, you are the representative of Naval Authority. You are engaged in military duties. You are expected to act military and to be military. ~~the~~ Hundreds of men sleeping soundly in the belief that YOU will preserve order, sound the alarm, and do your job.

(B) ROVING PATROL

Rated Men. In order to insure a greater degree of uniformity among barracks sentries, rated men from squadrons stand watch as Roving Patrol. Barracks Sentries stand ready to aid these patrolmen in preserving order when asked to do so. These men also check the sentries for appearance and performance of duty. Note: An officer inspects the barracks each night. Salute him!

U\_N\_I\_F\_O\_R\_M\_S  
and  
M\_I\_L\_I\_T\_A\_R\_Y\_A\_P\_P\_E\_A\_R\_A\_N\_C\_E

Uniforms. Compartment cleaning is hard on dungarees and shoes. Swabbing decks, sweeping down, and washing windows damage clothing. But the appearance of every man in the Navy is important. The Bluejackets' Manual puts it this way:

"The uniform, with its various insignia and devices, is designed primarily to indicate on sight those belonging to the Naval Service; to show at a glance their rating, and hence the authority and responsibility imposed by law upon those wearing it.

BARRACKS SENTRY DUTY (cont.)

- (A) Sentries (cont.)
  - Sleeping on Watch
  - Remember This!

- (B) ROVING PATROL
  - Rated Men

UNIFORMS AND MILITARY APPEARANCE. . . . . 7-8

- Uniforms
- Hats, Dungarees, "DC's"
- Mark Clothing!
- Personnel Inspections
- Locker Inspections

ORDERS AND REGULATIONS . . . . . 9

- (A) Bonfires
- (B) Smoking
- (C) Gasoline
- (D) Liquor
- (E) Government Property
- (F) Out of Bounds Areas

PERFORMANCE OF DUTY . . . . . 10

- Keep a Clean Record
- The Report
- No Strain

THE BARRACKS . . . . . 11

- Temporary
- Why
- Cooperative Effort

### D\_I\_S\_C\_I\_P\_L\_I\_N\_E

Jurisdiction. Squadrons and units retain their power to discipline the men they detail to compartment cleaning. Squadron personnel are assigned to the Fleet Air Barracks Activity for temporary duty only. They may be returned to the more direct supervision of their commands at any time.

The Barracks Officer. The Fleet Air Barracks Officer, however, exercises control over the work, watches, and liberty of compartment cleaners so long as they remain with the Barracks Activity.

Major Offenses. Men guilty of serious offenses (A.O.L., A.W.O.L., sleeping on watch, direct disobedience of orders, etc.) are reported to their commanding officers for appropriate punishment at mast or by court martial. (Flag men come under the jurisdiction of the Commanding Officer, Casu SIX.)

Minor Offenses. Minor offenses are usually handled by the Barracks Officer unless there are complicating circumstances. The following easily preventable offenses should be avoided:

- (a) Absence from muster, especially the muster of the duty section.
- (b) Absence from place of duty during working hours without proper permission.
- (c) Reporting late for watch.
- (d) Sitting down, reading, or failing to salute passing officers while on sentry duty.
- (e) Shirking duty.

### L\_I\_B\_E\_R\_T\_Y

Sections. Compartment cleaners are divided into sections 1, 2, and 3. Duty is every third night. The duty section stays aboard.

Think twice before asking for leave while on special detail (mess cooking, compartment cleaning, etc.) or when less than a year has gone by since your last fifteen day leave.

Emergency Leave. Emergency leave is a different matter from annual leave. The Red Cross checks all the facts before this leave is granted. Blank forms are available in the Barracks Office. See the Barracks Officer or the Chief Master-at-Arms, Reassignment Barracks, if bad news makes your presence at home seem essential.

Talk it Over. Talk over family troubles with the Chaplain or the Barracks Officer. If you apply for leave and it is turned down, don't do anything rash.

### B\_A\_R\_R\_A\_C\_K\_S\_S\_E\_N\_T\_R\_Y\_D\_U\_T\_Y

#### (A) SENTRIES

Watches. Compartment cleaners stand watches as barracks sentries. On first reporting for duty each man copies the watch list in his own handwriting. All hands must know their sentry instructions.

Sitting and Reading. Sentries will under no circumstances sit on bunks or shower benches while on duty. Reading books, magazines, newspapers or such matter as personal mail while on post is prohibited.

Beer. Members of the duty section may not drink Ships Service beer on their duty day.

Salutes. Fleet Air Barracks sentries should snap to attention and salute all officers who approach or pass them while walking their posts.

Sleeping on watch. Sleeping on watch results in a court martial sentence in nearly all cases. Don't stick your neck out! The MAAs or patrols will catch

A\_D\_V\_A\_N\_C\_E\_M\_E\_N\_T\_I\_N\_R\_A\_T\_E

Opportunity. Men on compartment cleaning detail have an Al opportunity to study for advancement in the Ser-vice. Seamen First should study toward petty officer rates; Seamen Second should work on the Seaman First course book. One of the advantages of working on Seaman First while on compartment cleaning detail is that the MAAs of Fleet Air Alameda are for the most part boatswains mates and coxswains. These men will consider it a privilege to show you the secrets of seaman-ship.

Method. There is absolutely no reason, when you think of it, why all S2c should not become Slc during their three month tours of compartment cleaning. Here's how to do it: (1) Get a Slc course book from your division officer; educational officer, or from the Chief MAA, Reassignment Barracks. (2) study the first assign-ment. (3) Go to the officer from whom you drew the book and tell him that you are ready to take progress test number one. (4) Take the test. (5) Repeat this simple process twelve times. (6) when you have passed all the tests, ask the Barracks Officer and your division officer for a recommendation to Slc. (7) If recommended, take the final test when given-- usually once a month. (8) If you pass, be prepared to save or spend that extra twelve dollars next pay day. Sew that stripe on, and remember that you are worth more to the Navy than you were before! It's a combination of little things that wins wars.

L\_E\_A\_V\_E

Difficult. Leave is a squadron and unit matter.

Hours. Monday through Thursday liberty begins at 1645. Friday liberty starts after inspection is secured. Saturday liberty begins at 1400 and Sunday liberty at 1030 provided compartments are satisfactory. Liberty expires at the 0745 muster. I. D. cards should be returned to the box at the MAA Office before 0800.

weekend Liberty. Each section rates a special 42 hour liberty every three weeks. Hours are 1400 Saturday to 0745 muster Monday. Obtain fifty mile passes from squadron or unit personnel officers. Application blanks are available in the MAA Office. Plan to go ashore on this liberty. Save money for it. Get away from your work. Come back re-freshed.]

Special Liberty. No man should request special liberty until he has obtained a relief both for his watch and the 2000-2100 cleaning duty and secured the approval of his master-at-arms. Requests for such liberty should be made of the Chief MAA, Reassignment Barracks, between 1030 and 1130 only, and as far ahead as possible. Avoid special liberty requests by using the monthly duty, liberty, and weekend liberty list posted on the bulletin board to predict your duty schedule days ahead. Advise prospective visitors of your Navy obligations. Special liberty requests are discouraged. Emergency liberty may be handled by the Duty Chief MAA after 1700 and when the Chief MAA is ashore.

Property Passes. Property passes for clothing are available to compartment cleaners at the MAA Office at any time. The Barracks Officer will sign other property passes for compartment cleaners when so requested. See the Duty MAA about this.

DAILY ROUTINE

\* \* \* \* \* Monday through Thursday \* \* \* \* \*

0630 Reveille.

0745 Muster. All musters are held in front of wing A of building 139.

0800 to 1100 Cleaning duties.

1100 Chow. Barracks Officer's request mast (1100-1130). Free time, sick call. Mail call. Write letters. Study for Sic or a rate.

1300 Muster.

1300 to 1600 Cleaning duties. Inspection of compartments by the Chief Master-at-Arms begins at 1500.

1645 Liberty begins. Liberty sections obtain I. D. cards at the MAA Office.

1930 to 2100 Cleaning duties. Sweep down. Empty G. I. cans. Clean and police heads and showers. The Duty MAA inspects compartments during the hour. When compartments are approved each man initials the watch list at the MAA Office. Note: An officer usually inspects about 2300.

2245 Muster of the 2100-2400 watch at the MAA Office. Sentries must be on their posts by 2100 sharp.

2100 Taps.

2245 Muster of the 2400-0300 watch at the MAA Office. Sentries must relieve the watch by 2400 on the dot.

0245 Muster of the 0300-0630 watch at the MAA Office. Sentries must relieve the watch by 0300 on the dot. Men on this watch help hold reveille on their posts.

\* \* \* \* \* Friday \* \* \* \* \*

Changes. Formal barracks inspection begins at 1330. The inspection party consists of an Officer, and the Chief Master-at-Arms, Reassignment Barracks. Chow time is 1100 to 1200. No muster at 1300. If the inspection is satisfactory, liberty begins immediately at its close. No other changes in routine.

\* \* \* \* \* Saturday and Sunday \* \* \* \* \*  
Liberty Schedule

Section Rating the Weekend: Liberty begins 1400 Saturday, expires 0745 Monday.  
Section Rating Saturday Liberty: Liberty begins 1400 Saturday, expires 1000 Sunday.  
Section Rating Sunday Liberty: Liberty begins 1030 Sunday, expires 0745 Monday.

Church. Attendance at all church services is encouraged. Make individual arrangements with your master-at-arms so that the cleanliness of compartments will not suffer.

# II Discipline and Safety

## A. Baracks Regulations

1. Basic to Administration. Should be fully approved by higher authority. Enforced to the letter and so written. Good language -- not careless. Avoid tendency to slap together. neat typing.
2. Subjects to be covered. [Bks. Regs.]
3. Post conspicuously. Keep posted at all times. Good conditions.
4. Special Regulations.
  - a) to be avoided. Then add to regular regs. SAP to avoid confusion.  
note [Mens on Waste]

## B. Sentinies and Patrols

1. largely nighttime proposition, daytime MAA's on duty allow for sleeping during + residents absent at work.
2. How composed
  - a) MAA's sometimes
  - b) Company Cleaners
  - c) Squad Patrols for squaborn petty officers.
  - d) Squad on duty Officers
3. MAA's
  1. duties, etc. [their limitations].
  2. Thorough instructed on telephone + office procedure.
  3. also on emergency. Post important tele. numbers.
  4. [Typical Watch List. Simple]
  5. [Preparation [Last paragraph of instructions for MAA's].]
4. Company Cleaners
  1. duties. [Entry instructions -- get general orders right]
  2. Instructed by MAA's before going on watch. [Info. sheet for CC].
  3. Instructed by special literature [Story of Camp Knight fire]
  4. Uniforms + Equipment
  5. [Typical Watch Lists]
5. Roving Patrols
  1. Composition -- squaborn petty officers -- barracks residents, why?
  2. Instructed by Chief MAA Daily
  3. Watch list -- simple [last 7.8]
6. Inspecting officers & night.
  1. Why, when.
  2. How [Form] Advantages of this.
7. Men in the Baracks themselves [Prevention of theft] etc. &
  1. Appeals for their aid: Quiet. [Prevention of theft] etc. &
  2. Keep them informed of regulations being enforced.  
(over)

### C. Reporting Offenders:

1. Instruct MAAs on arresting men. (See also "Instructor")
2. Hold brief investigations first.
3. [Report Slips] [Log] can be used for MAA force made -- necessary
4. Simple. Avoid complicated methods

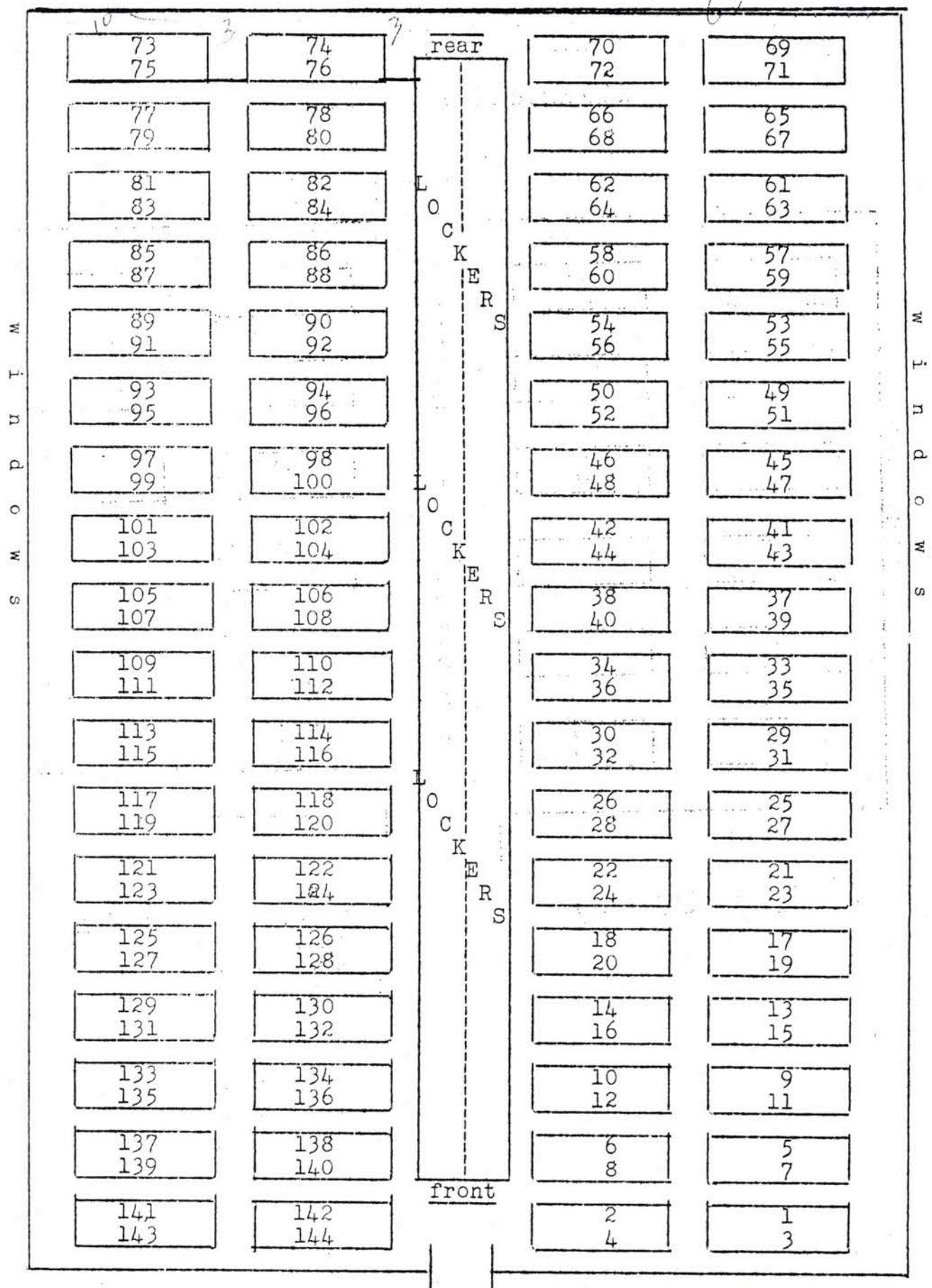
### D. Prisoners-at-Large and Restricted Men

1. Sometimes a ~~the~~ question of MAA force. If so, then...
2. Instructions for men on restriction. [Form]
3. PAL Bunk Room Musters, Bunk Clubs [Form]
4. Reporting restriction violations [Form] also telephone.

Upper numbers  
are upper bunks.

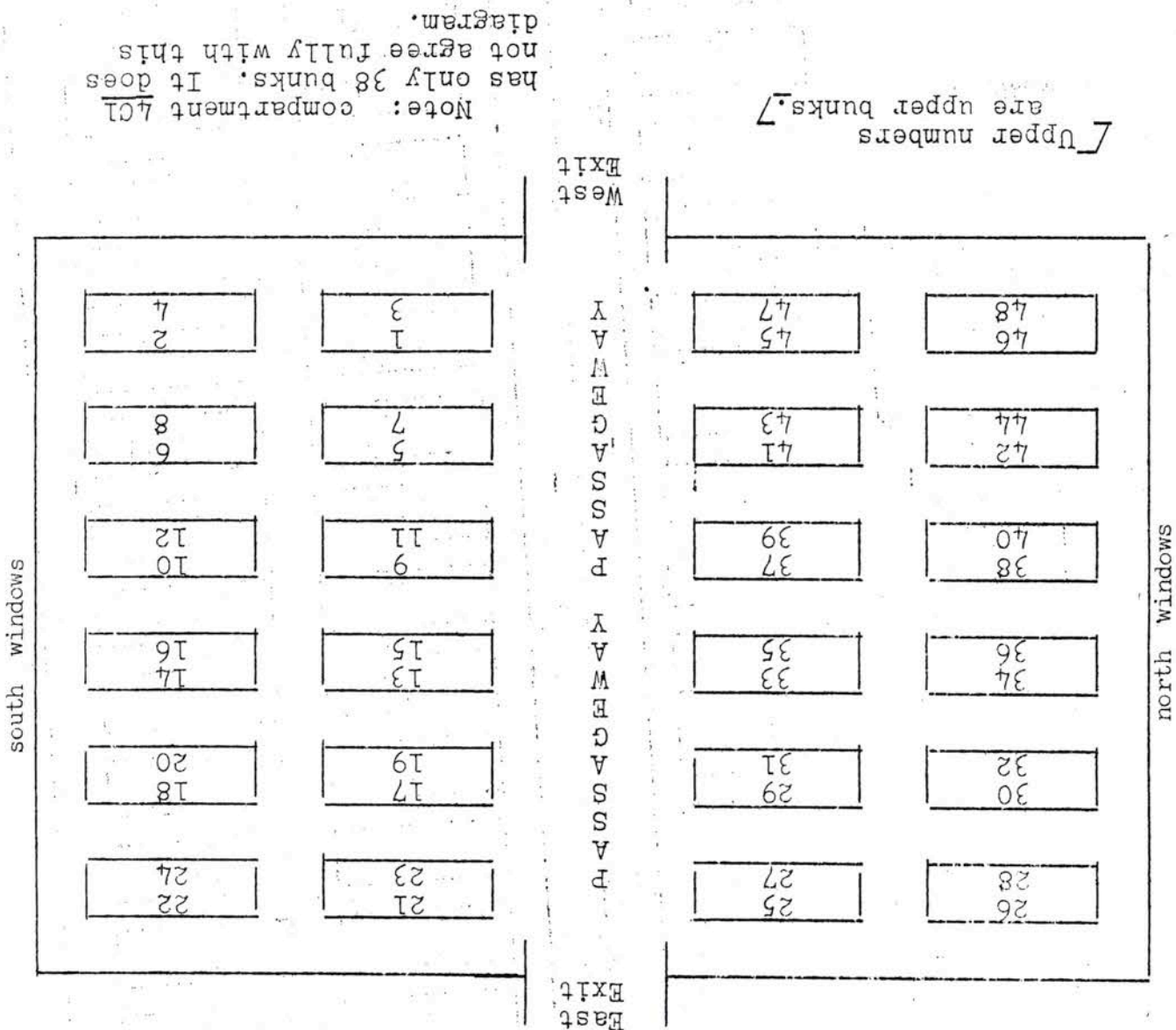
FLEET AIR ALAMEDA  
MAIN ENLISTED BARRACKS

TYPICAL 144 BUNK COMPARTMENT



TYPICAL 48 BUNK COMPARTMENT

FLEET AIR ALAMEDA  
MAIN ENLISTED BARRACKS



Note: compartment 401 has only 38 bunks. It does not agree fully with this diagram.



## THIEVES and THEFT

( )

To: All Enlisted Men in the Fleet Air Barracks.

1. The time has come to talk of thieves and theft. The past forty-eight hours have seen the beginning of a one man crime wave in the South Barracks. It is going to take the combined efforts of every man who values his own property and respects that of his neighbor to catch this "smart guy".
2. No man is permitted to have in his possession while in the barracks area any screw driver, paint scraper, or similar tool.
3. If you notice such an instrument in any man's locker, report that man's locker number to the Barracks Officer. An investigation will be made. If you see a man carrying such an instrument around the barracks night or day, enlist the aid of the two or three nearest men and bring him to the Barracks Officer for questioning (don't try to do this all alone). Paragraphs 2 and 3 do not apply to the civilian metalsmith from Public Works who carries a tool kit and works during the day only.
4. Men who lose the keys to their locks or whose locker doors stick and will not open must report that fact to the Master-at-Arms Office in wing 3 where lock cutters are available.
5. If you notice a man beating at a locker, taking the rivets out, or abusing it in any way (no matter whether he claims it is his or not), enlist the aid of the two or three nearest men and bring him to the Barracks Officer for questioning (don't try to do this alone).
6. Ample patrols cover the barracks night and day. It takes the additional cooperation and help of all hands to catch a thief. If you like thieves, don't help.
7. It may take time, but we'll get him.

*V. D. Bornet*  
V. D. BORNET  
FLEET AIR BARRACKS OFFICER

MASTER-AT-ARMS QUIZ NO. 1

The purpose of this quiz is to determine to what extent members of the Fleet Air Master-at-Arms force know the basic facts about their job in the Main Enlisted Barracks, the facts they should and must know before they can safely wear police badges and represent the Commander Fleet Air Alameda to the general run of enlisted men.

This is the first of several such quizzes. Grades will be posted on the Master-at-Arms bulletin board. Men who make consistently low grades will take that as a warning that A to N needs more study and that they should keep their eyes open during their daily performance of duty.

Note: Take your time, write legibly or print, sign your name on the line at the top, don't make careless errors.

- - - - -

1. You and a Commander are walking toward the dispensary together talking as you go. You should be on his (left, right).
2. An ensign approaches and salutes the commander. You also (are, are not) expected to return the salute.
3. Captain Boone comes out of Ships Service examining his new cap in his hands instead of wearing it. He could not return your salute without his cap on, so you do not salute to avoid embarrassing him. You are (right, wrong).
4. The correct answer to give in response to a direct order or command by a superior officer is: \_\_\_\_\_.
5. You are talking to the duty officer of a squadron on the telephone. The officer inquires, "Are you a master-at-arms?" Your response is: "\_\_\_\_\_."
6. You deliver a prisoner-at-large to the squadron personnel officer. The prisoner takes off his hat. Do you? (yes, no)
7. You are a coxswain and master-at-arms in the barracks. An AMMlc throws a softball through one of your windows. When you try to take his name he refuses to give it and you say, "You are under arrest. Come down to the office with me." He refuses on the grounds that he has had ten years' service, is USN, has on the Navy Cross, and is a first class petty officer while you are only a coxswain. He is (right, wrong). Why? \_\_\_\_\_
8. In question #7 the AMMlc is drunk as a dog. He takes a swing at you, connects, and with no one nearby and the 70 pound advantage he has over you it looks as though you're in a spot. You take your club and hit him on the head as hard as you can. He quiets down.... You (should, should not) have used your club in self defense. You (should, should not) have hit him on the head. You might better have hit him on the \_\_\_\_\_ or \_\_\_\_\_.
9. You are a master-at-arms. You are attached to Casu X. You tell a smart aleck from VP-Q to square his hat. He says, "You take care of Casu X's men; we have our own master-at-arms." Therefore you (forget it, take his name).
10. In case #9, the man belonged to Naval Air. You belong to Fleet Air. You should (forget it; take his name).

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

Serial Number \_\_\_\_\_ Date \_\_\_\_\_

From: Commander Fleet Air, Alameda.  
To:

Subject: \_\_\_\_\_ - Report of.

1. Subject man is on report for the following offense:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Witnesses or persons reporting the offense are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This report is forwarded for appropriate disciplinary action.

H. B. ANDERSON .  
By Direction

-----  
Fold and tear

RECEIPT

Serial Number \_\_\_\_\_ Date \_\_\_\_\_

From: Commander Fleet Air, Alameda.

1. The report on \_\_\_\_\_ has been received this date.

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. You are on watch in the office. A CPO in blues comes in and says that he represents the Admiral and works next door to him. He says, "Have a messenger get me a blanket." You say, "Yes Sir" and stand up when he comes in the office. You said the (right, wrong) thing; you (should, should not) have stood up.
12. An ensign comes in the door to the master-at-arms office without warning during the day. You should call everyone in the office to attention and wait for the officer to say "Carry on." (True, false). Would you do so if it were a full commander? \_\_\_\_\_. Suppose it were the commanding officer of the naval air station? Would you call attention then? \_\_\_\_\_.
13. In no. 12 should you come to attention or at least stand up if the ensign comes to your desk and says, "I am looking for AM3c SMITH"?
14. You are showing a visiting officer through the barracks. You come to an open door. You (should, should not) go through the door first. (This is not a formal inspection).
15. In #14, suppose the room you were about to enter were dark or there might have been obstacles in the passageway. Would you be justified in saying, "Allow me, Sir" and going in first?
16. When an enlisted man gets to know an officer very well, is it generally considered good practice for him to smile and say "Good morning, Sir" or the equivalent, instead of saluting? \_\_\_\_\_.
17. If you know an officer very well, it is considered good practice for you to refer to him by his first name, his last name without the Mr., or a nickname when talking about him to other enlisted men when he is not around. (True, false)
18. You can always tell a good master-at-arms. He is the one who brings the most enlisted men to the barracks office for refusal to obey his orders. (True, false). (when dealing with 1 or 2)
19. If a master-at-arms yells loudly enough/he stands an excellent chance of getting instant obedience. (True, false). Always question men where their friends can hear everything that is being said rather than taking them to one side or to the office. (True, false).
20. Since you are a master-at-arms and represent the power and the dignity of COMFAIR ALAMEDA, you are authorized to go in any locker in the barracks any time. (True, false).

\* \* \* \* \*

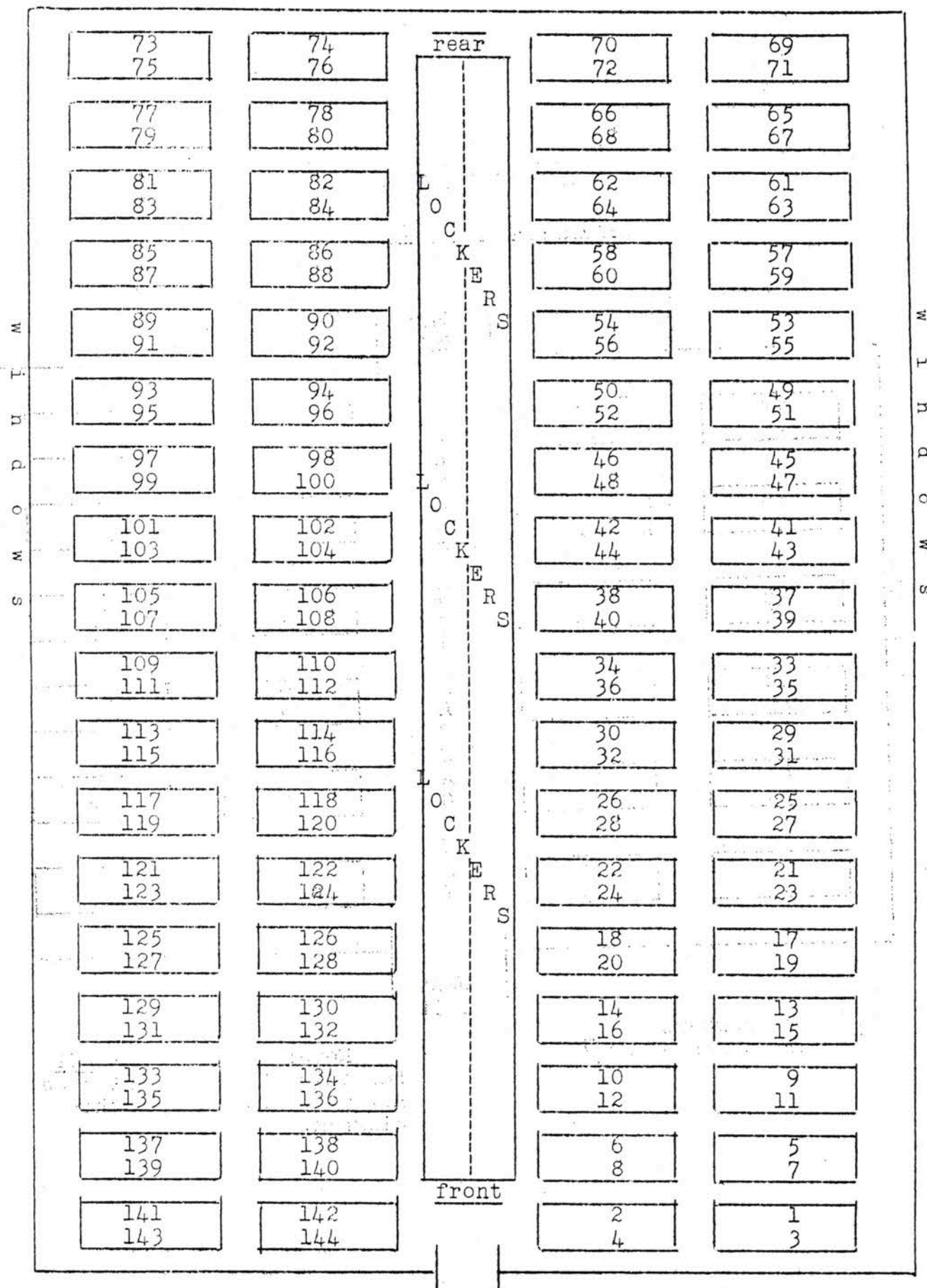
- A. The letters CASU mean: \_\_\_\_\_.
- B. The letters HEDRON mean: \_\_\_\_\_.
- C. The letters AROU mean: \_\_\_\_\_.
- D. The letters SOSU mean: \_\_\_\_\_.
- E. A VP squadron flies what type of plane? \_\_\_\_\_.
- F. A VR squadron does what? \_\_\_\_\_.
- G. What do the following letters mean or refer to?
  - AG 17 \_\_\_\_\_
  - VB 17 \_\_\_\_\_
  - VF 17 \_\_\_\_\_
  - VT 17 \_\_\_\_\_
- H. The squadron or unit with the most men in the Fleet Air Main Barracks is: \_\_\_\_\_.
- I. What squadrons or units are in the following spaces: (usually)?
 

5-1 _____	8-1;8-2;9-2 _____
9-1 _____	3-1;3-2;4-1 _____
11-2 _____	12-1 _____

/ Upper numbers  
are upper bunks.

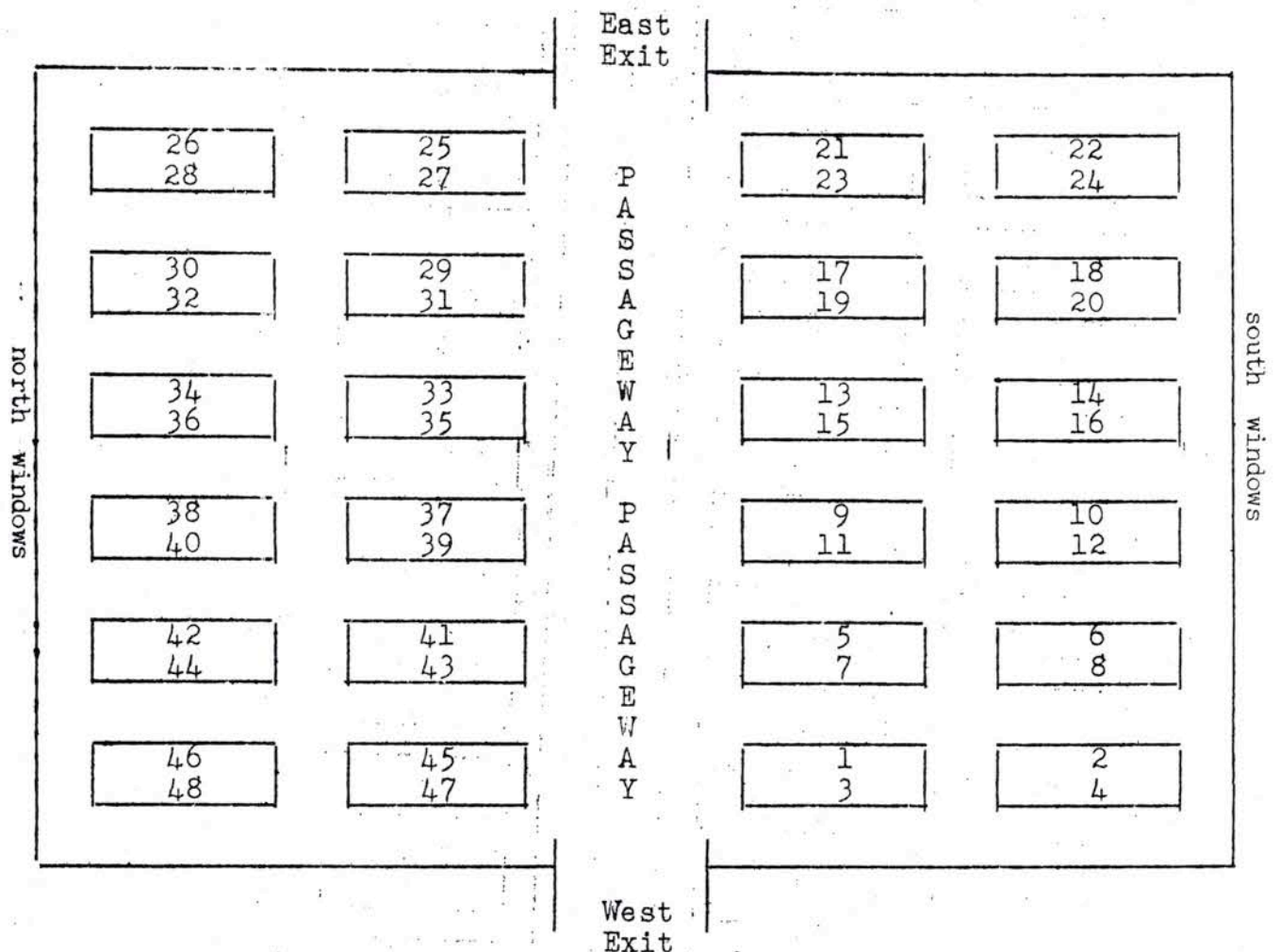
FLEET AIR ALAMEDA  
MAIN ENLISTED BARRACKS

TYPICAL 144 BUNK COMPARTMENT



FLEET AIR ALAMEDA  
 MAIN ENLISTED BARRACKS

TYPICAL 48 BUNK COMPARTMENT



Upper numbers  
 are upper bunks.

Note: compartment 4C1  
 has only 38 bunks. It does  
 not agree fully with this  
 diagram.

## I N T R O D U C T I O N

Rewrite  
Completely ✓

A distinguished educator was once asked the following question by the eager young editor of a college newspaper: "In your opinion, if you were to start a college from scratch with only one building, what would that one building be? A library? Classroom building? Science laboratory?"

The quiet, considered answer made sense. "Young man, there is a building which outranks all of those, important as they undoubtedly are. Forget your fancy equipment and trimmings! Give me a dormitory and I'll show you a first long step toward a college."

The Navy calls them barracks. They are seldom the places of learning through human contact that the professor hoped to make his living quarters. Yet when the Navy is based ashore, as in the case of training bases, boot camps, and naval air stations, the enlisted men's barracks approach them in importance.

Nothing can be so great an aid to morale as clean, healthful, carefully organized and supervised barracks; few things can foster such volubly expressed discontent as their absence.

\* \* \* \* \*

This survey of barracks administrative methods has been prepared in the belief that too much thought and planning cannot be given to the subject. The ideas presented here in the form of charts, logs, diagrams, orders, forms, and regulations are the fruit of necessarily limited but somewhat intensive experience. Most of the subject matter comes from lessons learned and opinions formed while the writer was barracks officer on the staff of the Commander Fleet Air Alameda, Naval Air Station, Alameda, California.

It is not expected that the conclusions reached--or even many of the methods used--will be fully adaptable to all of the many types of enlisted housing in use by the Navy at home and overseas.

Perhaps it is not too much to hope, however, that by consulting the material presented here officers new to the task of organizing enlisted men's living spaces will have their problems reduced and simplified, and that old hands at the game will find Barracks Administration a convenient yardstick for measuring methods already in use.

1 December 1944

Vaughn D. Bornet, B.A., M.A.  
Lieutenant Junior Grade  
United States Naval Reserve

"Subject man is reported for the following offense: \_\_\_\_\_  
\_\_\_\_\_;" the conclusion may be, "This report is forwarded  
for appropriate disciplinary action." Each of these forms may  
be mimeographed in quantity for use as needed.

A disciplinary report slip log will be found worthwhile.  
Vertical columns ruled off on long sheets of paper with the  
headings, "Date, Name and Rate, Squadron or Division, Nature  
of Offense, Final Disciplinary Action Taken," will serve the  
purpose. Over a period of months this log will provide a  
ready reference to the state of discipline in barracks spaces  
and to the degree of cooperation being given the master-at-  
arms force by all commands involved.



4 D 6 (4)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

MEMORANDUM INSPECTION SHEET

To: Fleet Air Barracks Officer.  
Via: Duty Master-at-Arms.

Subject: Inspection of the \_\_\_\_\_ Barracks.

1. The master-at-arms accompanying me on inspection was \_\_\_\_\_. The inspection began at \_\_\_\_\_ and was completed at \_\_\_\_\_.

2. The condition of the barracks was as follows:

(a) Fire Hazards: \_\_\_\_\_

(b) Order and Discipline: \_\_\_\_\_

(c) Night Lights: \_\_\_\_\_

(d) Sentries: \_\_\_\_\_

(e) Needed Repairs: \_\_\_\_\_

(f) Ventilation and Health: \_\_\_\_\_

(g) Cleanliness: \_\_\_\_\_

(h) Other: \_\_\_\_\_

Squadron: \_\_\_\_\_  
Telephone ext: \_\_\_\_\_

\_\_\_\_\_  
Name Rank

FIRST ENDORSEMENT

From: Duty Master-at-Arms.  
To: Fleet Air Barracks Officer.

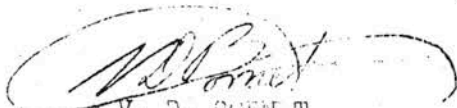
1. Forwarded. \_\_\_\_\_

\_\_\_\_\_  
Name Rate

MEMORANDUM

To: Inspecting Officer.  
Subject: Barracks Inspections at Night.

1. Your suggestions and comments on barracks conditions are most welcome. Be assured that they will receive careful consideration and prompt attention.
2. Main Barracks: Compartments are cleaned and inspected between 2000 and 2100. Rooms will show natural accumulations of paper and debris after 2100. Sentries should remove broken bottles and obstructions in passageways. Note Sentry Instructions and Barracks Regulations. Night lights: Large locker rooms show two white lights; heads have several mirror lights; compartments show blue lights. Lights are out in showers and compartment passageways. The lower outside passageway should show square built in night lights. Night check rooms may have white lights on if the majority of the men desire. Recreation room lights stay on to 2400.
3. Reassignment and Hedron LIGHT Barracks: Compartments are cleaned and inspected between 2000 and 2100. Rooms will show natural accumulations of paper and debris after 2100. Sentries should remove broken bottles and obstructions in passageways. Note Sentry Instructions and Barracks Regulations. Night lights: Night check and graveyard shift barracks have white lights on from 2300 to 0030. Heads and showers show several small white lights. Rooms with fire telephones must be occupied all night (occupants may lock the doors, but rooms are subject to inspection at any time).
4. Gambling is forbidden in the barracks. When discovered, confiscate the money, and cards or dice, get the names, rates, and squadrons of the men involved, and make a special report to the Barracks Officer of the circumstances.
5. Theft. Men fumbling around lockers without keys in their possession and others caught with tools on their persons should be the subjects of special reports to the Barracks Officer. Inspect the persons and the lockers of such men without delay, enlisting the aid of the master-at-arms. Theft is difficult to suppress.
6. Drunks. Let the master-at-arms handle drunken sailors. It is his job to suppress disturbances. Report unusual events in full. The "who, what, when, where, why" is essential to further action on such cases.
7. Fill out the reverse side of this form and give it to the master-at-arms for the attention of the Barracks Officer in the morning.

  
V. D. BORNE  
SEFET AIR BARRACKS OFFICER

2. The following comments and facts are submitted for appropriate action: \_\_\_\_\_ (half a dozen blank lines) \_\_\_\_\_.

The barracks officer may use this sheet and the results of such investigation as he may care to conduct to fill out a somewhat memorandum similar/report form addressed to the commanding officer. ~~XXXXXX~~ Where several commands have men living in the same barracks it will be found economical to have an official letter form prepared for signature by the barracks officer "By Direction" of his own commanding officer. Such a form may begin "Subject man is ~~report~~ reported for the following offense: \_\_\_\_\_" and conclude "This report is forwarded for appropriate disciplinary action."

It will be found advantageous to keep a careful log record of disciplinary reports slips. Vertical columns ruled off on long sheets of mimeographed paper with the following headings will fill the need with little effort: "Date, Name and Rate, Squadron or Command, Nature of Offense, Action taken by Man's Commanding Officer." Such a log, when kept over a period of months, provides a ready reference to the state of discipline in barracks spaces and to the degree of cooperation being given the master-at-arms force by all commands involved.

One of the primary duties of ~~the~~ <sup>both</sup> barracks officers and chief masters-at-arms is the maintenance of a proper mental attitude on the part of each police petty officer in the activity. Everyone is aware of the effect poor backing by the courts and the press has on the morale of a police force. Day after day patrolmen/ arrest bookies and gamblers; week after week they are set free with warnings or small fines. Highly placed city officials

are arrested for speeding by enterprising policemen and are given what amounts to the official blessing of the powers that be. It is of the utmost importance that no such condition be permitted to exist at any shore establishment. Commanding officers of small units are not always aware of the harm they do when they kill a report against their favorite yeoman or a "hot rock" rear seat man in a torpedo plane. Such procedures, widely prevalent, are murderous to the attitude of a master-at-arms force. They lead, and believe it, for it is true, to a sort of "personal handling" of discipline by masters-at-arms whereby men no longer are put on report for creating disturbances after taps, defying the authority of a police petty officer, or using offensive language against a master-at-arms in performance of ~~his~~ <sup>their</sup> duties. Instead, the man involved gets his face pushed in <sup>some night</sup> behind the barracks or ~~at some night~~ <sup>at</sup> a bar in town.

The formula for barracks discipline is thus created: (1) Train masters-at-arms in how to put men under arrest, how to gather evidence, how strictly ~~what~~ rules and regulations are to be enforced, and what conduct is expected of them. (2) Hold preliminary hearings on disputes involving barracks residents and masters-at-arms before taking cases to mast. (3) Determine whether or not an offense has been committed and ~~whether~~ if anything can be gained by disciplinary action involving punishment of ~~the~~ the man involved. (4) Charge the offender with an offense which can be sustained by the evidence at hand. (5) Appear personally at mast and back up the master-at-arms force in the ~~what~~ degree warranted by their performance of duty in the matter. Put into the briefest possible terms, this

formula means simply, "Loyalty up requires loyalty down."

\* \* \*

104. P. A. L.s and Restricted Men \* \* \*

Frequently prisoners-at-large and restricted men are placed in the care of the chief master-at-arms under the supervision of the barracks officer. Policies on how such men are to be handled vary widely and must be determined by individual commands in accordance with their peculiar problems. Certain factors involved in their handling are uniform, however, and may be discussed briefly.

# I. Physical Plant

## Berthing

### Physical Plant

#### A. Bunks

1. arrangement [Bunk Diagram]. Uniformity. Clarity in Numbering.

#### B. Lockers

1. Standard. Locker dit [Sample] [Sample with instructions, too]

#### C. Night Lights

1. Blue for dormitories. Need for them.
2. Red for Exits. Urgent for engineers
3. White for outside passages, entrances. (Drunks. Theft. Emergencies.)
4. Equip sections with flashlights. (Accidents. Unsecuring)

#### D. Fire Equipment

1. Hoses. (Impressive, to prevent tampering by drunks)
2. Chain extinguishers
3. Water, pump type.
4. Fire alarm phones and/or glass boxes. (Note colored personnel !!)
5. Signs.

#### E. Ventilation, Heating

1. Uniform.

#### F. Adequate Heads, Showers.

#### G. Storage Spaces for Gear Adrift, Mattresses, etc. & Clearing Gear Room

1. Small, local to each dormitory

2. Large for whole area.

#### H. Recreation Rooms

#### I. Offices.

1. Barracks Office
2. MIA Office.

#### J. Outside

1. Grass, shabby, flows
2. trash pile-up, latrines
3. Gear for outside detail

#### K. Bulletin Boards, Signs

Squadron or Unit

Squadron or Unit

Squadron or Unit

Print Last Name Initials Rate

Print Last Name Initials Rate

Print Last Name Initials Rate

Wing Number Dormitory Number Bunk Number

Wing Number Dormitory Number Bunk Number

Wing Number Dormitory Number Bunk Number

Squadron or Unit

Squadron or Unit

Squadron or Unit

Print Last Name Initials Rate

Print Last Name Initials Rate

Print Last Name Initials Rate

Wing Number Dormitory Number Bunk Number

Wing Number Dormitory Number Bunk Number

Wing Number Dormitory Number Bunk Number

1

1

## IV

### ~~III~~ Cleaning

- A. Daily Routine.
1. Use [see instr. Books]. Point out that cleaning hours must be tailored to fit the hours of men's work.
  2. Signs on doors giving cleaning hours [Form] Get.

- B. Daily Inspections.
1. By MAAs themselves
  2. By Duty Chiefs or MAAs appointed as such
  3. By Chief/MAA and/or Bhs Officer in afternoon. [Check form]

#### ~~4. Evening~~

- C. Evening Routine
1. 1st Section. [Form for duty MAA] Get
  2. Duty Officer's Inspection [Refer to Form for Officers = See II B]

#### ~~5.~~

#### Formal Inspections.

1. Preparation [MAA Check Sheets] Flashlights!
2. Bulletin Boards. Lube tags.
3. Gear adrift.
4. Point for these. Lt men + MAAs know how they did.

#### ~~6.~~

#### Maintenance.

1. [Repair Slats.] Use.
2. Liaison with Public Works. Work Orders. etc.
3. Enlist Cooperation from Barracks Residents. [Form]



REASSIGNMENT BARRACKS  
CLEANLINESS CHECK SHEET

\_\_\_\_\_ date

<u>Dormitory</u>	<u>Comments</u>	<u>Dormitory</u>	<u>Comments</u>
139 1A		143 2A	
139 2A		143 1B	
139 1B		143 2B	
139 2B		143 1C	
139 1C		143 2C	
139 2C		147 1A	
141 1A		147 2A	
141 2A		147 1B	
141 1B		147 2B	
141 2B		148 1A	
141 1C		148 2A	
141 2C		149 1A	
143 1A		149 2A	

\_\_\_\_\_ Name

IV 55

BARRACKS CLEANLINESS CHECK SHEET

date \_\_\_\_\_

LOWER DECK		UPPER DECK	
Dormitory	Comments	Dormitory	Comments
3-1 3-1R1 3-B1R2 3-B1R4 MAA Office		2-A2 2-A2R1 2-A2R2	
4-1 Mrs. Office		3-2	
4-C1 4-C1R4		3-B2 3-B2R1 3-B2R2	
5-1 5-1R1		4-2	
6-1		4-C2 4-C2R1 4-C2R2	
6-E1 6-E1R1 6-E1R3		5-2	
7-1		5-D2 5-D2R1 5-D2R2	
8-1 8-1S 8-1R1 8-F1R1 8-F1R4 8-1R5		6-2	
9-1		6-E2 6-E2R1 6-E2R2	
12-1		7-2	
12-H1 12-H1R1 12-H1R2 12-H1R3		8-2 8-2S	
		9-2	
		11-2 11-2S	
		12-H2R1 12-H2R2	

\_\_\_\_\_  
Duty Chief

PRE-INSPECTION CHECK SHEET  
 FOR M.A.A.s  
 FLEET AIR MAIN BARRACKS

Date \_\_\_\_\_

	CHECK HERE
1. Turn off all radiators tightly. Check lights as instructed.	
2. Check tops of lockers for dust and trash. Check under lockers for paper and debris.	
3. Check empty lockers for cleanliness. Replace worn out locker tags.	
4. Even up mattresses in gear locker; place cleaning gear in cardboard boxes; dispose of empty bottles and cans; throw away old magazines and accumulated junk; tear down signs, pictures, etc.; look behind door and under shelving for dust and paper.	
5. Check swab room and small closets. Put damp swabs out in the open air in racks. Check dirt in corners and around pipes. Clean small screen in the window.	
6. Remove dust and dirt accumulations from brooms and hang them in racks provided.	
7. Check recreation room windows (those to the front door and those adjoining the stairway only). See that dirt is brushed from brass footplate under door.	
8. Examine bright work: doorknobs, key openings, push plates, railings, all metal fittings in heads and showers. See that no polish is left in obscure cracks.	
9. Shower: Examine bench, deck, windows, and bulkheads. Bend down and examine all corners carefully.	
10. Look over all lighting fixtures for dust, especially those on stairway landings and passageways.	
11. Check bunks for dust.	
12. Remove clothing, suitcases, etc. from mattress lockers and take to the main lucky bag.	
13. Clean out drawers in mattress lockers.	
14. Secure all screens. Center the windows as instructed.	
15. Bend down and check interiors of urinals and toilets.	
16. Outside Detail: Check interiors of desk drawers, bookcases; look under cushions; empty ashtrays.	
17. Bulletin boards must have Barracks Regulations and bunk diagrams. Keep them neat.	
<u>NOW</u> Is dormitory ready for inspection?	

Signed: \_\_\_\_\_

JUST A FEW ANNOUNCEMENTS OF INTEREST TO BARRACKS RESIDENTS  
( @ @ @ @ @ @ @ @ @ @ @ @ )

1. RECREATION ROOMS

The recreation room situation is looking up. Fleet Air men now have under construction three rooms for their exclusive use and one they will share with Naval Air men. The rooms are in the second deck outside enclosures in wings 4, 6, 8, and 12 of the Main Enlisted Barracks. Each room has two sofas and three chairs of the familiar leather type, about half a dozen writing tables, several card tables, and such other equipment as may turn up at a later date. (All of which is a pretty swell deal). I don't think it is any secret that most folks think that this furniture will be bruised, burned, and broken in no time. People have predicted that you men will put dirty, greasy feet on the sofas and chairs, sit on the tables, burn ugly holes in the tables by ignoring the many ash trays provided (walking off with them), and generally wreck the rooms inside of a month. I hope this does not happen. I hope not, because if the rooms are taken out due to abuse, it will take another nine months to get them back in. Do this, you petty officers and the rest of you who welcome the coming of reading and writing rooms to the Fleet Air Barracks: Be your brothers' keeper in this thing. Help enforce the simple rules posted in each of the rooms. I simply do not have enough men to watch the rooms all the time (and would not post them there if I did). Let's cooperate, make these rooms a success, and give your Barracks Officer ammunition to get some more rooms before too long!

2. LOCKER PICTURES

We have on hand enough pictures of the "perfect" locker to give every man in Fleet Air one for his locker. After some thought, it was decided that most men would post the pictures in their lockers if asked to do so, since even if they didn't happen to want the picture themselves, they would remember that the next man to use the locker would want it. Pictures will be given out at the Lucky Bag at wing 4 with your next clean mattress cover. By Friday, 3 November, every one of the more than three thousand lockers in the Fleet Air Main Enlisted Barracks should have a picture in it. Commanding Officers will be notified accordingly, and will check on this at their next locker inspection.

3. FRESH PAINT

If you're the "noticing" type, you have noticed that most of the barracks has been given a nice fresh coat (actually two coats) of high quality paint recently. The barracks look cleaner and brighter. Our chances of getting Public Works to repaint the barracks in the next year or so are about nil. (They even painted the date on many of the bulkheads to make sure that they didn't get talked into such a step!) Keep those bulkheads clean. If you see a kid (I mean kid-not man) sliding down the barristers from second to first deck, dragging his greasy feet along the spotless paint... well, don't join him: do something about it. These are your barracks. They are your responsibility as well as that of masters-at-arms and compartment cleaners. Keep that paint clean.

Thanks for bearing with me  
on all this.

  
V. D. BORNETT

FLEET AIR BARRACKS OFFICER

24 October 1944



U. S. NAVAL AIR STATION  
ALAMEDA, CALIFORNIA

WORK REQUEST

Pub. Wk's No.-----

Date-----

To Public Works Dept.

From-----

Subject: Request for work NOT within the capacity of (Department)  
(Squadrons Force)

1. It is requested that the following DETAILED work be performed:

2. Location where work is to be performed-----
3. Charge to Appropriation or Job Order-----
4. Completion Date Requested-----
5. Further information concerning this work will be furnished upon request by telephoning Local-----  
and asking for-----  
(Name)

(ACTION TAKEN)

Approved-----

Disapproved-----

-----  
Head of Department



### III - Berthing -

#### A. Objectives.

1. Get maximum use from berths available.  
2. Be able to locate all men individually in emergencies + always cooperate with all divisions, units, etc.  
3. Locate deserter's effects and those of men killed in accidents.  
4. Keep running name book and locker assigned in order to keep men berthed by sections or squadrons or units.  
5. Keep an accurate list of total number of men getting berths + lockers on station daily.  
6. Prevent unauthorized use of lockers for storing stolen goods.

#### B. Assigning Berths + Lockers.

##### 1. Method

- (a) Files of MAA Office  
i. [Card] Files in which used. 1, 2, 3 transfer of a card. Expense of file dividers.  
ii. Book [page] instructions to MAAs re books. A yeoman's property.  
(b) Individual instruction clits to each man. [Form ~~MAA~~]  
(c) [Draft log] purposes. Uses.

#### C. Bank Checks.

1. By MAAs daily
2. Bank Report [Form]
3. Master Board -- a report to "Offices" sections.

#### D. Leave Personnel.

1. Policy. Why. [Form] = not too good. Advantages.

#### E. Violations

1. Cutting locks [Form].  
(a) When.  
(b) Limitations -- only after warning, use with permission.

#### F. Miscellaneous

1. Calls. [Form for Call Sheet]. Use of section leaders to avoid too many calls.
2. Meeting Drafts (sometimes a function of the Berth Officer).  
(a) Notify all interested parties by using a multiple address form [Form].



III B la i

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Name Initials and Rate Wing and Bunk

---

Squadron Date

7489—M.I.N.Y. 4-22-44—40M

---

Initials

---

Bentley  
Assignment 5

Page from Book

MAA INSTRUCTIONS

1. Turn in daily bunk check by 0830 to wing 3 Master-at-Arms Office.
2. Keep locker tags posted on all lockers at all times.
3. All bunks and lockers are assigned at Master-at-Arms Office. Do not assign bunks and lockers without notifying the office.
4. Check record books with the names on the lockers at least twice a week. Do not change any name in a book without notifying the office.
5. Put one line through the names in a book when the corresponding lockers are vacated. (It may be necessary to read the names later.)
6. Do not mark record books unnecessarily. Make bunk checks on separate pieces of paper.
7. Leave record books in the Master-at-Arms Office after making bunk checks.

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YOU ARE ASSIGNED TO WING \_\_\_\_\_  
BUNK AND LOCKER NUMBER \_\_\_\_\_

\*\*\*\*\*

1. Move into your assigned locker at once.
2. Fill out the locker door tag at once.
3. Stow hammock and sea bag in your locker, and check regulation mattress with the master-at-arms of your dormitory.
4. If your gear hasn't arrived one blanket may be checked out at Fleet Air Lucky Bag in Wing 3.
5. Clean mattress covers can be obtained from Fleet Air Lucky Bag in Wing 3.
6. When you vacate your assigned locker, you are automatically checked out of your assigned bunk and locker.
7. Barracks Regulations are for your information and benefit. Read them!

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111 B 1 b

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4. Lock your locker, and keep it locked. Prevent theft.
5. Clean mattress covers can be obtained from Fleet Air Lucky Bag in wing 3.
6. The Express baggage truck leaves daily from back of wing 3 at 0830 and 1230.
7. Barracks Regulations are for your information and benefit. Read them!

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74 C 2 ①

RESTRICTED

FLEET AIR ALAMEDA  
MAIN ENLISTED BARRACKS  
BUNK REPORT

Time: \_\_\_\_\_  
Date: \_\_\_\_\_

COMPT. NUMBER	NUMBER OF BUNKS	NUMBER EMPTY	SQUADRONS AND UNITS	REMARKS
2A2	48			
2A2R1	12			
2A2R2	12			
3-1	144			
3-2	144			
3B2	48			
3B2R1	12			
3B2R2	12			
4-1	144			
4C1	40			
4C1R4	12			
4-2	144			
4C2	48			
4C2R1	12			
4C2R2	12			
5-1	144			
5-1R1	6			
5-2	144			
5D2	48			
5D2R1	12			
5D2R2	12			
6-1	144			
6E1	52			
6E1R1	12			
6E1R3	12			
6-2	144			
6E2	48			
6E2R1	12			
6E2R2	12			
7-1	144			
7-2	144			
8-1	144			
8-1R1	6			
8F1R1	12			
8F1R4	24			
8F1R5	12			
8-2	144			
8-2S	28			
9-1	144			
9-2	144			

TOTALS \_\_\_\_\_

DATE \_\_\_\_\_

RESTRICTED

FLEET AIR ALAMEDA  
REASSIGNMENT UNIT  
BUNK REPORT

Time: \_\_\_\_\_  
Date: \_\_\_\_\_

44 - 44 (2)

COMPT. NUMBER	NUMBER OF BUNKS	NUMBER EMPTY	SQUADRONS AND UNITS	REMARKS
139 1-A	114			
2-A	122			
1-B	114			
2-B	122			
1-C	114			
2-C	122			
141 1-A	114			
2-A	122			
1-B	114			
2-B	122			
1-C	114			
2-C	122			
143 1-A	114			
2-A	122			
1-B	114			
2-B	122			
1-C	114			
2-C	122			
147 1-A	114			
2-A	122			
1-B	114			
2-B	122			
148 1-A	114			
2-A	122			
149 1-A	114			
2-A	122			

TOTALS \_\_\_\_\_

DATE \_\_\_\_\_





30 January 1945

BARRACKS OFFICER ORDER NO. 14-45

Subject: Padlocks - Cutting of.

1. The following standard procedures govern the cutting of locks in Fleet Air Barracks spaces:

(a) When a man requests his lock cut, adequate identification will be demanded before the request is complied with. (A description of the locker's contents is not considered to be satisfactory proof of ownership). One man is not permitted to request the lock cut off the locker of another man. Such requests must be approved by the personnel officer of the squadron involved.

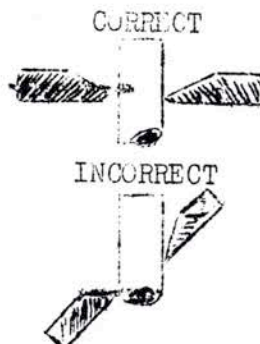
(b) The Chief Master-at-Arms, Fleet Air Alameda, and the Chief Master-at-Arms, Reassignment Barracks, are the only men authorized to cut locks where there is doubt as to the legality of the locker's occupancy. This power is subject to their being present when the lock is cut. No lock will be cut without a minimum of twenty-four (24) hours' notice being posted in writing on the locker door. A typical notice might be, "Fill out locker tag or lock will be cut."

(c) Lock cutters may be handled by masters-at-arms only.

(d) Logs called "Record of Cut Locks" will be kept in the MAA Offices under the supervision of the Duty MAAs. Each page will provide columns for the following entries: Date, Time, Dormitory and Locker, Name, Rate, and Squadron, and Reason Lock was Cut. Under the heading "Reason Lock was Cut" will be entered the exact reason, using an extra line if necessary. Examples: "By request--key in locker;" "Ordered by CASU SIX Executive Aide--straggler;" and "Ordered by Barracks Officer--man ignored three day notice to move to another dormitory." A master-at-arms will make all log entries and initial them.

(e) Lock cutter jaws have been damaged beyond possibility of repair in certain cases. Like every good tool, there are correct and incorrect ways to use a lock clipper. The accompanying diagrams show correct and incorrect ways of cutting locks.

(f) When material is kept in any position at right angles to the plane of the jaws, the enormous pressure of the cutting edges is all available for the cut. Where the material is placed at an angle to the plane of the jaws or is allowed to twist into this position, however, a large portion of the power is wasted. This power of the tool is turned upon itself to the damage of the jaws.



2. All hands using lock cutters will follow the above procedure in cutting locks.

V. D. BURNET  
Lt. (jg), USNR



\_\_\_\_\_ date

MEMORANDUM

To: Officer-in-Charge, Transportation Pool, N.A.S. Alameda.  
Commissary Officer, N.A.S. Alameda.  
Chief Master-at-Arms, \_\_\_\_\_  
Officer or C.P.O. in Charge, \_\_\_\_\_

Subject: DRAFT - Arrival of.

1. The following information is furnished for information and action:

Draft Number: \_\_\_\_\_ . Number of Men: \_\_\_\_\_ ; Officers: \_\_\_\_\_ .

Squadrons or Units: \_\_\_\_\_ . Origin: \_\_\_\_\_ .

Officer or C.P.O. in Charge of Draft: \_\_\_\_\_ .

Railroad: \_\_\_\_\_ . Station: \_\_\_\_\_ .

Train Number: \_\_\_\_\_ . Expected Time of Arrival: \_\_\_\_\_ .

(Estimated by: \_\_\_\_\_ at \_\_\_\_\_ .) Revised Estimate: \_\_\_\_\_

\_\_\_\_\_ . (Revised estimate by: \_\_\_\_\_ at \_\_\_\_\_ .)

ComFair Alameda Representative Meeting the Draft: \_\_\_\_\_ .

Draft comes to: \_\_\_\_\_ to be rerouted to \_\_\_\_\_

at \_\_\_\_\_ . Draft to be Berthed at: \_\_\_\_\_ ,

Building and Wing Number: \_\_\_\_\_ .

2. The Officer-in-Charge, Transportation Pool, N.A.S. Alameda, is requested to have trucks for \_\_\_\_\_ gear at the railroad station by \_\_\_\_\_. Busses for the men should arrive not later than \_\_\_\_\_ . On arrival at \_\_\_\_\_ the trucks go to \_\_\_\_\_ , and busses go to \_\_\_\_\_. Transportation for the officer or man meeting the draft is requested as follows: \_\_\_\_\_

\_\_\_\_\_. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The Commissary Officer, N.A.S. Alameda, is requested to furnish SPECIAL CHOW for \_\_\_\_\_ men at the Main Galley at \_\_\_\_\_ .

4. The Officer or Man in Charge of the DRAFT should bring the orders and the transportation request of the draft (but not records or accounts) to the Fleet Air Alameda Personnel Office, building 132 (wooden building opposite hanger 20), within a reasonable time after arrival at N.A.S. Alameda. Reporting takes only a few minutes. Then report to the Personnel Officer, \_\_\_\_\_ , at \_\_\_\_\_ , bringing service records and pay accounts of the draft. Muster the men at \_\_\_\_\_ at \_\_\_\_\_. Grant no liberty until that time.

5. The following masters-at-arms will aid the ComFair representative in meeting the draft: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy to:  
Officer of the Day, N.A.S. Alameda.  
Operations Officer, ComFair Alameda.  
Pers. Officer, ComFair Alameda.

V. D. BORNET  
Lt. (jg), USNR  
FLEET AIR BARRACKS OFFICER

## VI. ~~III~~ Offices.

### ~~A. General~~

A. ~~#~~ Appearance. (mention location).  
a. Must be AI. Note influence on MAAs, etc. Subtitle

### B. ~~#~~ Equipment

- a. Furniture (neatness essential.)
- b. Files + Logs
- c. Billboards - decorations -- wall file boards, too.

### C. Arrangement

- a. Other MAA office + the Bks. Office.
  - i. Nudboth? Be together?
- b. the window. Desk arrangement.

(mentioned only because requires consideration for efficiency -- as often neglected.)

### D. The Master Board:

- a. Purpose - why needed.
- b. Construction
- c. Final appearance.
- d. How kept up.
- e. "The Heart of Banks Administration"

### E. More Equipment:

1. Mailing machine. Lettering set. Stencil machine.
2. Lamps. Adequate lighting, lamps, etc.

### F. The Telephone

1. Represents the activity to the outside world who may visit the banks.
2. How to answer. [Form]
3. Manned round the clock.

24, 7

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

30 November 1944

BARRACKS OFFICER MEMORANDUM NO. 28-44.

From: Fleet Air Barracks Officer.  
To: Masters-at-Arms, Reassignment Barracks.  
Subject: Telephone - Method of answering.

1. Telephone extension 4233 is the official telephone of the Fleet Air Reassignment Barracks MAA Office.

2. The manner of answering this telephone reflects credit or discredit on that activity. Persons who never visit the barracks judge the entire barracks activity by the impression gained through telephone conversations. It is important, therefore, that care be used in answering this official telephone.

3. At no time will the telephone be answered by a compartment cleaner or other unauthorized person.

4. The standard response when picking up the receiver is:

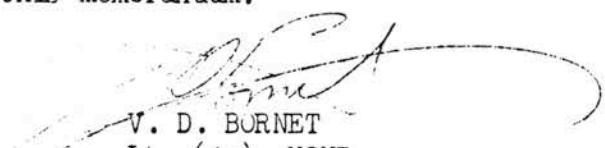
"FLEET AIR REASSIGNMENT BARRACKS, COXWAIN GISH SPEAKING"

This form of response is mandatory and will not be varied except for the insertion of the proper rate and name.

5. "Yes, sir" and "No, sir" are correct responses to questions and statements. "Aye, aye, sir," is the correct response to a command or order given by an officer. Be meticulous about getting the name and rank or rate of callers.

6. Never answer the telephone without a pencil in your hand.

7. The Chief Master-at-Arms, Reassignment Barracks, will take steps to insure rigid compliance with this memorandum.

  
V. D. BORNET  
Lt. (jg), USNR

Copy to:  
Enl Pers Off.  
ComFair Alameda

Space  
Reporting

Replica of Master  
Board

# VII. Special Issues

## A. All Lumber Bag:

1. ~~Load~~ Gear Edrift
  - a. How handled, why. Use of Inventory Form [Form]
2. Gear for Safekeping
  - a. Check system [Forms]
  - b. Heat storage. Frequent cleanings, spraying. Periodic checks for inventory.
3. Gear for Issue.
  - a. Blankets
    1. Card. Property. Stored carefully.
    2. How issued. (2 systems) [Form]
  - b. Salage
    1. Draw from Supply Officer. Issue carefully [Form]
  - c. Hammocks ~~Matthews covers~~
  - d. Mattress Covers.

## B. The Gear Locker:

1. Necessity for Centralization
2. Physical Plant.
3. Gear Record System
  - a. Gear card [Form]
  - b. Monthly Physical Inventory [Form]
  - c. ~~Other~~ Find Monthly Accounting results.
  - d. Advantages of this system (example: gear not being used, or too much used. Or staff. Or abuse, etc.)  
a. Precision, after all.

## C. Informational Services:

1. Obligation of a Quartermaster Officer.
2. One man in charge, perhaps the messengers.
3. Contact, inform. Cooperate with Sec'y, C.O., Senior, Captain, M.D.S.
4. Recruit position of the Quartermaster Officer. A key spot.
5. See Opportunity. #



INVENTORY

From: \_\_\_\_\_

Date \_\_\_\_\_

To: \_\_\_\_\_

Name: \_\_\_\_\_ Rate \_\_\_\_\_ Squadron \_\_\_\_\_

Reason for inventory: \_\_\_\_\_

Belts, Black-----		Leggings-----	
Belts, White-----		Mattress, Hair-----	
Blankets, Wool-----		Neckerchiefs-----	
Broom, Whisk-----		Overcoat-----	
Brushes, Hair-----		Overshoes, Rubber-----	
Caps, Cloth blue-----		Raincoat-----	
Caps, Watch-----		Shirts, Chambray-----	
Combs,-----		Shoes, Leather high-----	
Covers, Mattress-----		Shoes, Leather low-----	
Drawers, Nainsock-----		Socks, Cotton-----	
Gloves, Woolen blue-----		Sewing Kit-----	
Handkerchiefs-----		Socks, Woolen-----	
Hats, White-----		Towels, Turkish large-----	
Jack Knife-----		Towels, Turkish small-----	
Jersey-----		Trousers, Blue-----	
Jumpers, Blue undress-----		Trousers, Dungaree-----	
Jumpers, Blue dress-----		Trousers, White-----	
Jumpers, White undress-----		Trunks, Bathing-----	
Jumpers, Dungaree-----		Undershirts, Cotton-----	

ADDITIONAL ARTICLES

-----		-----	
-----		-----	
-----		-----	
-----		-----	
-----		-----	
-----		-----	
-----		-----	
-----		-----	
-----		-----	
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Inventoried by \_\_\_\_\_

Approved \_\_\_\_\_

I certify that my personal effects as listed above have been returned to me.

Witness \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)



VII 11

FLEET AIR ALAMEDA  
**LUCKY BAG**  
PERSONAL BAGGAGE CHECK

\_\_\_\_\_  
Last Name Initials

\_\_\_\_\_  
Rate Squadron

\_\_\_\_\_  
Item

\_\_\_\_\_  
Date Received

**Nº 1950**

FLEET AIR ALAMEDA

**Nº 1950**

\_\_\_\_\_  
Date Checked

**LUCKY BAG CHECK** Rec'd \_\_\_\_\_

7489—M.I.N.Y. 4-22-44—6M

*also 3 x 5 aff. cards.*

NAME : \_\_\_\_\_ Rate : \_\_\_\_\_  
~~DATE~~ \_\_\_\_\_  
 SQUADRON \_\_\_\_\_  
 WING & BUNK NUMBER \_\_\_\_\_  
 SERVICE NUMBER \_\_\_\_\_  
 BLANKET NUMBER \_\_\_\_\_  
 DATE TO BE RETURNED \_\_\_\_\_  
 REMARKS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*2000 10 10 1000*

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_





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4 MARCH 1945

FLEET AIR ALAMEDA MAIN BARRACKS

1. BUNKS AND LOCKERS BUNKS AND LOCKERS ARE ASSIGNED AT THE WINDOW OF THE FLEET AIR MASTER-AT-ARMS OFFICE, WING 3. DO NOT MOVE IN OR OUT OF A BUNK OR LOCKER WITHOUT REPORTING THERE FIRST. DO NOT SWITCH BUNKS OR LOCKERS WITHOUT PERMISSION. BUNK AND LOCKER NUMBERS MUST AGREE.
2. LOCKER CHITS LOCKER CHITS MUST BE FILLED OUT PROMPTLY, LEGIBLY, AND COMPLETELY. DEFACING TAGS IS PROHIBITED. MAAS CUT LOCKS OFF LOCKERS WHEN THE NAME CHIT HAS BEEN BLANK FOR 24 HOURS. FILL OUT THAT CHIT!
3. BARRACKS HOURS REVEILLE IS AT 0630; TAPS AT 2100. THE BARRACKS ARE CLOSED FOR CLEANING AT THE FOLLOWING HOURS:  
 MONDAY TO THURSDAY: 0800 TO 1100; 1300 TO 1500.  
 FRIDAY (INSPECTION); 0800 UNTIL SECURE FROM INSPECTION (ABOUT 1500).  
 SATURDAY & SUNDAY: 0800 TO 1100.
4. NIGHT CHECK NIGHT CHECK MEN GET SPECIAL BUNK TAGS FROM THEIR PERSONNEL OFFICES. TAGS MUST SHOW NAME, RATE, SQUADRON, BUNK NUMBER, EXPIRATION DATE, AND AN OFFICER'S SIGNATURE. (OFFICIAL TAGS MAY BE SECURED BY PERSONNEL OFFICERS FROM THE BARRACKS OFFICER, WING 4, EXT. 707.) GET TAGS GOOD FOR ONE DAY ONLY FROM THE MAA OFFICE.
5. GEAR ADRIFT GEAR ADRIFT DISAPPEARS IN A HURRY. DO NOT LEAVE DRESS BLUES, SHOES, ETC. AROUND WHERE THEY CAN BE PICKED UP. GEAR FOUND BY MAAS GOES TO THE NEAREST MATTRESS LOCKER AND AFTER 48 HOURS TO THE LUCKY BAG. STENCIL OR MARK EVERYTHING FOR EASY IDENTIFICATION.
6. LOCKERS, LOCKS, AND THEFT LOCKERS SHOULD BE LOCKED AT ALL TIMES FOR SECURITY FROM THEFT. BUY GOOD LOCKS AT SHIPS SERVICE OR ASHORE. AN MAA AT WING 3 WILL CUT LOCKS ANYTIME DAY OR NIGHT IF NECESSARY. PROPER IDENTIFICATION MUST BE SHOWN. REPORT THEFTS IMMEDIATELY TO THE MAA OFFICE OR THE BARRACKS OFFICE.
7. DESTROYING GOVERNMENT PROPERTY LOCKERS, PLUMBING FIXTURES, MATTRESSES, COVERS, AND OTHER BARRACKS INSTALLATIONS ARE GOVERNMENT PROPERTY. PRE-WAR MATERIALS CANNOT BE REPLACED. COOPERATE!
8. NIGHT LIGHTS LARGE LOCKER ROOMS SHOW TWO WHITE LIGHTS; HEADS HAVE SEVERAL MIRROR LIGHTS; COMPARTMENTS SHOW BLUE LIGHTS. LIGHTS ARE OUT IN SHOWERS AND COMPARTMENT PASSAGeways. BARRACKS PATROLS AND SENTRIES REGULATE LIGHTS AFTER TAPS. DISCONNECTING OR OTHERWISE CHANGING NIGHT LIGHTS IS A SERIOUS OFFENSE, SINCE IT INVOLVES THE SAFETY OF THE CREW. DO NOT DISTURB BARRACKS LIGHTING ARRANGEMENTS.
9. LAUNDRY SERVICE EACH COMPARTMENT HAS A SET DAY EACH WEEK FOR SENDING CLOTHES TO THE FREE LAUNDRY RUN BY WELFARE. STENCIL EVERYTHING. KEEP WHITES SEPARATE FROM DUNGAREES AND BLACK SOCKS. WING 2 OF THE BARRACKS HOUSES A PAY LAUNDRY AND CLEANING AND PRESSING SERVICE.
10. WASHING CLOTHES A SPECIAL SCRUBBING AND DRYING ROOM IS LOCATED BETWEEN WINGS 4 AND 5. REMOVE CLOTHES PROMPTLY WHEN DRY. HANG CLOTHES IN THE HEATED ENCLOSURE OR ON OUTSIDE DRYING LINES. CLOTHING MAY NOT BE WASHED IN WASHBASINS OR THE SHOWER ROOM. RADIATORS MAY NOT BE USED FOR DRYING CLOTHES.
11. STENCILS, MATTRESS COVERS, BLANKETS, HAMMOCKS, SEABAGS THE LUCKY BAG IN WING 3 FURNISHES STENCILS, MATTRESS COVERS, HAMMOCKS, BLANKETS (TO TRANSIENTS), AND TEMPORARY STORAGE SPACE FOR SUITCASES AND SEABAGS. MATTRESS COVERS MUST BE CHANGED ONCE A WEEK. STOW MATTRESSES IN THE NEAREST MATTRESS LOCKER, HAMMOCKS IN THE LUCKY BAG AT WING 3, AND EMPTY SEABAGS IN INDIVIDUAL LOCKERS.
12. FIREARMS AMMUNITION, CAMERAS FIREARMS AND AMMUNITION ARE POSITIVELY PROHIBITED IN BARRACKS SPACES. CHECK THEM FOR SAFEKEEPING WITH THE MARINES IN WING 20. CAMERAS MUST BE LEFT AT THE YARD OFFICE.
13. SHIPPING AND BAGGAGE SHIP PACKAGES AND GEAR FROM BUILDING 154 IN THE EAST BARRACKS AREA. ALL OUTGOING MATERIAL IS INSPECTED AT THAT POINT AND GOES C.O.D. ONLY.
14. LEAVE AND TEMPORARY DUTY MEN DEPARTING FROM THE STATION ON TEN (10) OR MORE DAYS LEAVE OR TEMPORARY DUTY MUST CHECK OUT OF THE BARRACK IN THE USUAL MANNER. EXCESS GEAR MAY BE PUT IN THE LUCKY BAG AT WING 3 FOR SAFEKEEPING IF DESIRED.
15. COMPLAINTS COMPLAINTS ABOUT BARRACKS CONDITIONS, MASTERS-AT-ARMS, OR COMPARTMENT CLEANERS SHOULD BE BROUGHT TO THE BARRACKS OFFICER AT WING 4. CONSTRUCTIVE SUGGESTIONS ARE ALWAYS WELCOME.

/s/ V. D. BARNET  
FLEET AIR BARRACKS OFFICER

APPROVED

/s/ E. A. CRUIS  
CAPTAIN USN  
CHIEF OF STAFF



2 March 1945

R E G U L A T I O N S

FLEET AIR REASSIGNMENT BARRACKS

1. SMOKING Smoking is forbidden in the barracks except for the heads and the MAA Office. Smoking regulations are enforced to the letter.
2. GEAR ADRIFT Gear adrift will be picked up and turned in to the lucky bag in building 139, wing 1A. No person is allowed to keep in his possession gear found in the barracks. (This includes MAAs and compartment cleaners.) Stow clothing away before 0800 daily.
3. UNIFORM OF THE DAY Undress blues, white hat, black socks and black shoes. Liberty uniform: dress blues and white hat. (Dungarees may be worn until 1630 if engaged in work likely to soil clothes, or if other clothing is not on hand-as with transient and combat personnel.)
4. OUT OF BOUNDS AREAS Officers' homes, chiefs' quarters, Wave barracks, and adjacent areas are out of bounds to enlisted men.
5. WASHING CLOTHES Ample facilities are provided for washing clothes. Under no circumstances will wash basins or shower rooms be used for washing hats, socks or other wearing apparel. Clothes may not be hung in the dormitories to dry. Use outside drying lines.
6. BUNKS AND LOCKERS Bunks and lockers are assigned at the MAA Office. Do not switch bunks and lockers without permission. Locker chits must be filled out promptly, legibly, and completely. Bunk and locker numbers must agree. Keep lockers locked as much as possible to prevent theft.
7. BARRACKS HOURS Reveille is at 0630; taps at 2100. The barracks are closed for cleaning at the following hours:

Monday to Thursday	0800 to 1100; 1300 to 1530
Friday (Inspection)	0800 until secure from inspection.
Saturday and Sunday	0800 to 1100.
8. FIREARMS Firearms and ammunition are positively prohibited in barracks spaces. Check them for safekeeping in wing 20 of the Main Barracks. Cameras must be logged in at the Yard Office. Only safety matches are permitted on the Naval Air Station.
9. LEAVE Men departing from the station on ten or more days leave or temporary duty must check out of the barracks in the usual manner. Excess gear may be put in the lucky bag in building 139, wing 1A, for safekeeping if desired.
10. SHIPPING and EXPRESS Ship packages and gear from building 154 in the East Barracks area. All outgoing material is inspected at that point and goes C. O. D. only.
11. GOVERNMENT PROPERTY Lockers, plumbing fixtures, mattresses, covers and other barracks installations are government property. Help keep the barracks in good repair.
12. LIGHTS The following lights are authorized at night: one white light over entrance and exit doorways, two small mirror lights in each head, and red and blue bulbs in dormitories as available. Disconnecting or otherwise changing night lights is a serious offense, since it involves the safety of the crew. Do not disturb barracks lighting arrangements.

/s/ V. D. BORNET  
FLEET AIR BARRACKS OFFICER

Approved: /s/ E. A. CRUISE  
Captain, USN  
CHIEF OF STAFF

FLEET AIR ALAMEDA MAIN ENLISTED BARRACKS

1. BUNKS AND LOCKERS BUNKS AND LOCKERS ARE ASSIGNED AT THE WINDOW OF THE FLEET AIR MASTER-AT-ARMS OFFICE, WING 3. DO NOT MOVE IN OR OUT OF A BUNK OR LOCKER WITHOUT REPORTING THERE FIRST. DO NOT SWITCH BUNKS OR LOCKERS WITHOUT PERMISSION. BUNK AND LOCKER NUMBERS MUST AGREE.
2. LOCKER CHITS LOCKER CHITS MUST BE FILLED OUT PROMPTLY, LEGIBLY, AND COMPLETELY. DEFACING TAGS IS PROHIBITED. MAAS CUT LOCKS OFF LOCKERS WHEN THE NAME CHIT HAS BEEN BLANK FOR 24 HOURS. FILL OUT THAT CHIT!
3. BARRACKS HOURS REVEILLE IS AT 0620; TAPS AT 2100. THE BARRACKS ARE CLOSED FOR CLEANING AT THE FOLLOWING HOURS:  
 MONDAY TO THURSDAY: 0800 TO 1100; 1300 TO 1500.  
 FRIDAY (INSPECTION): 0800 UNTIL SECURE FROM INSPECTION (ABOUT 1500).  
 SATURDAY & SUNDAY: 0800 TO 1100.
4. NIGHT CHECK NIGHT CHECK MEN GET SPECIAL BUNK TAGS FROM THEIR PERSONNEL OFFICE. TAGS MUST SHOW NAME, RATE, SQUADRON, BUNK NUMBER, EXPIRATION DATE, AND AN OFFICER'S SIGNATURE. (OFFICIAL TAGS MAY BE SECURED BY PERSONNEL OFFICERS FROM THE BARRACKS OFFICER, WING 4, EXT. 707.) GET TAGS GOOD FOR ONE DAY ONLY FROM THE MAA OFFICE.
5. GEAR ADRIFT GEAR ADRIFT DISAPPEARS IN A HURRY. DO NOT LEAVE DRESS BLUES, SHOES, ETC. AROUND WHERE THEY CAN BE PICKED UP. GEAR FOUND BY MAAS GOES TO THE NEAREST MATTRESS LOCKER AND AFTER 48 HOURS TO THE LUCKY BAG. STENCIL OR MARK EVERYTHING FOR EASY IDENTIFICATION.
6. LOCKERS, LOCKS, AND THEFT LOCKERS SHOULD BE LOCKED AT ALL TIMES FOR SECURITY FROM THEFT. BUY GOOD LOCKS AT SHIPS SERVICE OR ASHORE. AN MAA AT WING 3 WILL CUT LOCKS ANYTIME DAY OR NIGHT IF NECESSARY. PROPER IDENTIFICATION MUST BE SHOWN. REPORT THEFTS IMMEDIATELY TO THE MAA OFFICE OR THE BARRACKS OFFICE.
7. DESTROYING GOVERNMENT PROPERTY LOCKERS, PLUMBING FIXTURES, MATTRESSES, COVERS AND OTHER BARRACKS INSTALLATIONS ARE GOVERNMENT PROPERTY. PRE-WAR MATERIALS CANNOT BE REPLACED. COOPERATE!
8. NIGHT LIGHTS LARGE LOCKER ROOMS SHOW TWO WHITE LIGHTS; HEADS HAVE SEVERAL MIRROR LIGHTS; COMPARTMENTS SHOW BLUE LIGHTS. LIGHTS ARE OUT IN SHOWERS AND COMPARTMENT PASSAGeways. BARRACKS PATROLS AND SENTRIES REGULATE LIGHTS AFTER TAPS. DISCONNECTING OR OTHERWISE CHANGING NIGHT LIGHTS IS A SERIOUS OFFENSE, SINCE IT INVOLVES THE SAFETY OF THE CREW. DO NOT DISTURB BARRACKS LIGHTING ARRANGEMENTS.
9. LAUNDRY SERVICE EACH COMPARTMENT HAS A SET DAY EACH WEEK FOR SENDING OUT CLOTHES TO THE FREE LAUNDRY RUN BY WELFARE. STENCIL EVERYTHING. (WING 2 OF THE BARRACKS HOUSES THE PAY LAUNDRY AND CLEANING AND PRESSING SERVICES.)
10. WASHING CLOTHES USE PASSAGeway GEAR ROOMS AND THE OUTSIDE UPPER DECK PASSAGeways FOR SCRUBBING CLOTHES. HANG WET CLOTHING ON OUTSIDE DRYING LINES BY THE REAR DOORS TO THE BARRACKS. DO NOT WASH SOCKS AND UNDERWEAR IN WASHBASINS--YOU MAY INFECT THE EYES OF THE NEXT MAN WHO WASHES HIS FACE THERE. DRYING CLOTHES ON THE RADIATORS AT NIGHT IS PROHIBITED BY THE MEDICAL DEPARTMENT. (THE EXCESSIVE MOISTURE PUT INTO THE AIR BY THIS PRACTICE IS A PRIME CAUSE OF SINUS TROUBLE AMONG ENLISTED MEN.)
11. STENCILS, MATTRESS COVERS, BLANKETS, HAMMOCKS, SEABAGS THE LUCKY BAG IN WING 3 FURNISHES STENCILS, MATTRESS COVERS, HAMMOCKS, BLANKETS (TO TRANSIENTS), AND TEMPORARY STORAGE SPACE FOR SUITCASES AND SEABAGS. MATTRESS COVERS MUST BE CHANGED ONCE A WEEK. STOW MATTRESSES IN THE NEAREST MATTRESS LOCKER, HAMMOCKS IN THE LUCKY BAG AT WING 3, AND SEABAGS IN INDIVIDUAL LOCKERS. *(if desired)*
12. FIREARMS AMMUNITION, CAMERAS FIREARMS AND AMMUNITION ARE POSITIVELY PROHIBITED IN BARRACKS SPACES. CHECK THEM FOR SAFEKEEPING WITH THE MARINES IN WING 20. CAMERAS MUST BE TURNED IN AT THE YARD OFFICE.
13. SHIPPING AND BAGGAGE A BAGGAGE TRUCK LEAVES FROM THE REAR OF WING 3 DAILY AND SUNDAY AT 0800 AND 1230. IT HAS A CIVILIAN DRIVER.
14. LEAVE AND TEMPORARY DUTY MEN DEPARTING FROM THE STATION ON TEN (10) OR MORE DAYS LEAVE OR TEMPORARY DUTY MUST CHECK OUT OF THE BARRACKS IN THE USUAL MANNER AND PUT GEAR IN THE LUCKY BAG AT WING 3 FOR SAFEKEEPING.
15. COMPLAINTS COMPLAINTS ABOUT BARRACKS CONDITIONS OR INDIVIDUAL MASTERS-AT-ARMS OR COMPARTMENT CLEANERS SHOULD BE DELIVERED IN PERSON OR IN WRITING TO THE BARRACKS OFFICER AT WING 4 OF THE BARRACKS.

25 JUNE 1944

*V. D. BORNET*  
 V. D. BORNET  
 FLEET AIR BARRACKS OFFICER

FLEET AIR ALAMEDA REASSIGNMENT ANNEX

1. BUNKS AND LOCKERS Bunks and lockers are assigned at the window of the Master-at-Arms Office. Do not switch bunks or lockers without permission. Bunk and locker numbers must agree.
2. LOCKER CHITS Locker chits must be filled out promptly, legibly, and completely. MAAs cut locks off lockers when the name chit has been blank for 24 hours. Fill out that chit!
3. BARRACKS HOURS The barracks are closed for cleaning at the following hours: Mon to Thurs, 0900 to 1100; 1300 to 1500; Fri, 0800 until secure from inspection; Sat & Sun, 0900 to 1100.
4. GEAR ADRIFT Gear adrift disappears in a hurry. Do not leave dress blues, shoes, etc. around where they can be picked up. Gear found by MAAs goes to the lucky bag. Stencil or mark everything for easy identification.
5. LOCKERS, LOCKS, AND THEFT Lockers should be locked at all times for security from theft when valuables are present. Buy good locks at Ships Service or ashore. An MAA at the office will cut locks anytime day or night if necessary. Proper identification must be shown. Report thefts, if any, to the MAA Office.
6. DESTROYING GOVERNMENT PROPERTY Lockers, plumbing fixtures, mattresses, covers and other installations are government property. Cooperate! Do not fool with gas heaters or electrical fixtures.
7. NIGHT LIGHTS Barracks Patrols and sentries regulate lights after taps. Disconnecting or otherwise changing night lights is a serious offense, since it involves the safety of the crew. Do not disturb barracks lighting arrangements.
8. LAUNDRY SERVICE Each compartment has a set day each week for sending out clothes to the free laundry run by Welfare. Stencil everything. (Wing 2 of the Main Enlisted Barracks houses the pay laundry and cleaning and pressing services.)
9. MATTRESS COVERS, BLANKETS, HAMMOCKS, AND SEABAGS The Master-at-Arms Office furnishes mattress covers, hammocks, blankets, and temporary storage space for suitcases and seabags. Mattress covers must be changed once a week. Stow mattresses and hammocks in the lucky bag or in individual lockers. Keep gear out of through passageways.
10. CHOW Busses leave the Annex on a regular schedule posted on bulletin boards. These busses take men to the Main Chow Hall and return them to the Annex.
11. FIREARMS, AMMUNITION Firearms and ammunition are positively prohibited in barracks spaces. Check for safekeeping in the MAA Office.
13. SHIPPING AND BAGGAGE A baggage truck leaves from the rear of Wing 3 daily and Sunday at about 0915 and 1315. It has a civilian driver.

3 August 1944

V. D. BORNET  
FLEET AIR BARRACKS OFFICER

II A 4

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

22 March 1944

BARRACKS OFFICER ORDER NO. 5-44

From: Fleet Air Barracks Officer.  
To: Fleet Air Masters-at-Arms.  
Fleet Air Compartment Cleaners.  
Subject: WASTE - Prevention of.

1. In order to save fuel oil and electricity for more important purposes and to prevent flagrant waste, the following barracks regulations are effective this date:

RADIATORS

(a) DAYLIGHT: When weather permits, radiators will be turned off throughout the barracks from 0800 to 1500. During other daylight hours radiators will be kept off where they adjoin open windows.

(b) NIGHT: Alternate radiators in the 48 and 144 bunk rooms will be turned off. Radiators in small rooms will be kept halfway on or as may seem appropriate. (No clothes will be left to dry on ~~radiators~~ radiators at any time, since the health of all occupants is adversely affected by the excessive dampness which results. Unpleasant odors are also eliminated.)

Sentries will check sleeping conditions for proper temperature and ventilation <sup>once</sup> once an hour. Common sense will be used in the event of proper protest by individuals sleeping in rooms.

LIGHTS

(a) All barracks lights except those <sup>actual</sup> in use will be turned off during daylight hours. Masters-at-Arms will prevent careless violations of this order.

2. Masters-at-Arms, ~~Barracks~~ Sentries, and compartment cleaners will comply with and enforce the above. Barracks residents will bring objections, if any, to the Fleet Air Barracks Officer via the ~~Master-at-Arms~~ of their compartment.

/s/ V. D. BORNET  
Lt. (jg), USNR

M\_A\_S\_T\_E\_R - A\_T - A\_R\_M\_S

W\_A\_T\_C\_H L\_I\_S\_T

section

date

DUTY C. P. O. \_\_\_\_\_

<u>WATCH</u>	<u>NAME</u>	<u>RATE</u>
<u>0800 - 1600</u>	_____	_____
<u>1600 - 2200</u>	_____	_____
and	_____	_____
<u>0630 - 0800</u>	_____	_____
_____	_____	_____
<u>2200 - 0200</u>	_____	_____
_____	_____	_____
<u>0200 - 0630</u>	_____	_____
_____	_____	_____

STANDBY

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

\_\_\_\_\_  
V. D. BORNET  
Lt. (jg), USMR  
BARRACKS OFFICER

# 124 (3)  
Par "F"

INSTRUCTIONS FOR MASTERS-AT-ARMS  
OF  
FLEET AIR ALAMEDA

I. STANDARDS OF CONDUCT AND PERFORMANCE OF DUTY

Men ordered to master-at-arms duty in the barracks of Fleet Air Alameda bear a heavy responsibility. Some men detailed to the barracks will have had years of experience in this type of work; others will be starting from scratch.

Unfortunately, it is difficult if not impossible to break in a master-at-arms gently and make his responsibilities come gradually. The minute a coxswain or other petty officer puts on the police badge of Fleet Air Alameda he assumes, immediately, both obligations and powers. The police badge brings with it a certain exposure: a master-at-arms is noticed by other persons. The man who got away with not saluting and who wore his hat on the back of his head without reprimand, suddenly finds himself the object of dark glances from officers. Some hidden change must have taken place! That change can be put into a brief statement: A master-at-arms is supposed to enforce the law--not break it.

A. FALSEHOOD

The word of a master-at-arms must be above any possibility of falsehood. Men detailed as masters-at-arms are police officers, and as such their word is considered to be first class evidence in courts martial and before captains' masts. "The truth, the whole truth, and nothing but the truth" means just what it says.

This special position of trust and power brings with it a special responsibility. On occasion a police petty officer is in a position to do considerable harm to enlisted men. Be careful! Make no untrue or loose statements carelessly either during the course of a disturbance or later when the case comes to captain's mast. Remarks made thoughtlessly or heatedly at the scene of disturbance may come under fire later to your discredit. Beware of accusing anyone of anything unless you are prepared to prove everything you say with factual evidence.

## B. GAMBLING

Gambling is contrary to the Articles for the Government of the Navy. The barracks are under constant patrol to prevent this practice. Masters-at-arms help patrol. Needless to say, a master-at-arms who is caught gambling can expect little consideration at captain's mast. Enforce--don't violate.

## C. THEFT

Theft is a serious matter in the military services. The thief is looked down on from every side. It is safe to say that all men in the Navy resent thievery--even a thief (when his own belongings are stolen). Most petty officers know better than to steal.

It is surprising, however, that so few men take seriously the full wording of the AGN on this subject. Subject to court martial is a person who "knowingly and wilfully misappropriates, applies to his own use or benefit, or wrongfully and knowingly sells or disposes of any ordnance, arms, equipment, ammunition, clothing, subsistive stores, money, or other property of the United States...." This sentence covers a lot of ground. The Navy also prohibits a man from having in his possession knowingly, wilfully, and without proper authority the clothing of another.

A barracks regulation requires turning in gear found adrift to the Lucky Bag. Resist the temptation to let an undress jumper, pair of shoes, or wrist watch "stick" to your fingers. Surprise locker inspections come along from time to time. "Neither a borrower nor a lender be," is an excellent policy for clothing.

## D. ABUSIVE LANGUAGE

Abusive language and a free use of profanity toward other enlisted men are for the most part entirely unnecessary to an efficient performance of duty. A petty officer who drops a string of oaths every time he gives a simple order shows the world that he is afraid of not being obeyed. A quiet but firm order is best. Act as though you have authority and expect to be obeyed. You will be! Don't strain.

Avoid using provocative language on enlisted men living in the barracks. Be especially careful when dealing with men in dungarees. A coxswain who unwittingly calls a first class petty officer of long Navy experience an S.O.B. or worse is asking for trouble. Such conduct is degrading to the police badge you wear. Most routine arguments with petty officers can be avoided by taking a little extra trouble to explain matters. A minute of explanation that prevents bad feeling is a good investment. Explain the orders you work under, and point frequently to Barracks Regulations as the reason for unpopular decisions. Develop a technique for getting your point across without raising your voice.

#### E. LEADERSHIP

Police petty officers give a variety of orders all day long. The ability to give orders is probably the most important single skill of the boatswain's mate and coxswain. Study leadership as a subject. Metalsmiths and other skilled trade workers read books on their specialties as a means to more efficient work and steady advancement. Why shouldn't a master-at-arms strive to develop his powers of leadership?

Every master-at-arms assigned to duty with Fleet Air Alameda has several men working under his supervision. Learn the men's names. Know something about each man. Develop the habit of noticing the weaknesses and strengths of your individual men and parcel out the work accordingly. Treat your men right. Leadership is a combination of many things.

#### F. DON'T GUESS

The best habit a master-at-arms on MAA Office watch can form is that of freely admitting that he doesn't know everything.

"I don't know," can be of real benefit to the whole Barracks Activity. Remember that the man who guesses must be mighty lucky to be right even half the time. If you guess wrong, you may (for example) inconvenience a man seeking directions to an activity. He very soon tells the world about that lazy master-at-arms in the Fleet Air Barracks. Finally the story broadens to carry with it the implication that Fleet Air masters-at-arms are all stupid.



When a man comes to the MAA Office window and asks a question give him a straight answer. If necessary, ask the other men in the office. If the question is of real importance, telephone the proper person or activity and find the answer for him or send him elsewhere.

Keep your eyes and ears open as a matter of habit. While it is fine to admit you don't know the first time, the second time is regrettable and the third time indefensible. The more you learn, the more valuable you become. As each man gains in value, the whole activity improves. Soon Fleet Air MAAs get a reputation for knowing the score. And that's the kind of "know how" that counts in a war where every man must stand ready to do his full share.

#### G. QUALITY

To repeat, a master-at-arms is in an exposed position. Much, perhaps too much, is expected of him.

A good master-at-arms looks better than other men; he acts better than other men; he thinks better than other men. A good master-at-arms is better than other men.

4 27 (1)

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

ORDERS FOR BARRACKS SENTRY

GENERAL ORDERS

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping constantly alert, observing everything that takes place within sight or hearing.
3. To report every breach of orders or regulations that I am instructed to enforce.
4. To quit my post only when regularly relieved.
5. To receive, obey, and transmit orders from the commanding officer, executive officer, officer of the Deck, Fleet Air Barracks Officer, or Chief Master-at-Arms and from the duty Master-at-Arms.
6. To hold conversation with no one except in the proper discharge of my duties.
7. To allow no one to commit a nuisance in the vicinity of my post.
8. To salute all officers.
9. At night to exercise the greatest vigilance.

SPECIAL ORDERS

1. REPORT AT ONCE TO THE DUTY MASTER-AT-ARMS ANY UNUSUAL OR SUSPICIOUS EVENT NOTICED.
2. Be alert for fire, especially smoldering fires in trash cans, spit kits, and in mattresses.
3. Prevent any tampering with vending machines.
4. Execute any special instructions given on ventilation and sanitation. When special weather conditions make a change in these instructions seem necessary, consult the Duty Master-at-Arms.
5. Check frequently to see that all standing lights are burning and that all light panels are closed.
6. Permit no loitering in heads and washrooms after taps.
7. Inspect all occupied spaces at least once every half hour.
8. Keep all trash and bottles out of the dormitory.
9. Suppress all rough-housing and loud talking inside the dormitories and in the passageways.

\* \* \* \* \*

REMEMBER THIS:

While you are acting as Barracks Sentry or Roving Barracks Patrol in the Barracks of Fleet Air Alameda you are the representative of Naval AUTHORITY. You are engaged in military duties. You are expected to act military and to be military.

The 144 men in one dormitory, the 16 in another and the 48 in a third are sleeping soundly in the belief that YOU will preserve order, sound the alarm, and DO YOUR JOB. Do it!

\* \* \* \* \*

# B 4 (2)

Info Bklet for  
C.Cs

Section on water sludging

A B T (5)

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

19 February 1944

BARRACKS OFFICER MEMORANDUM NO. 5-44

From: Fleet Air Barracks Officer.  
To: Fleet Air Barracks Sentry.  
Subject: DUTY - Performance of, on Barracks Watch.  
Enclosure: (A) Orders for Barracks Sentry.

1. Enclosure (A) is a copy of your orders while on watch in the Enlisted Personnel Barracks of Fleet Air Alameda. The security and good order of the barracks depends on your observance of the letter and the spirit of these orders.

2. A sentry must be able to use his head. An Oakland newspaper carried the following news story on 17 Feb 1944:

"ONE DEAD, NINE HURT IN CAMP KNIGHT FIRE; SENTRY SAVES  
SLEEPING MEN IN DORMITORY"

"Flames early today brought death to one army officer, injury to nine others and nearly trapped 37 others in a two-story frame dormitory at Camp Knight on the Oakland western waterfront.

"The fire broke out about 1:30 o'clock in the second floor of the building, a bachelor officers' quarters, apparently routing all 47 officer occupants from their sleep.

"The dead man, whose name was withheld pending notification of next of kin, was found apparently suffocated in a kneeling position before a window in his room which he had attempted to open.

"A sentry discovered the blaze, sounding an alarm which routed the occupants and then sent fire equipment to the scene both from the Camp Knight fire headquarters and from Oakland stations.

"Flames were confined to the second floor, but water and smoke damage made the entire building useless. The fire apparently originated in a stairway leading to the second floor.

"Upon sounding the alarm by telephone to camp fire headquarters the sentry raced to the building and aroused the occupants so successfully that 46 of the 47 occupants, all army lieutenants, were saved."

3. Point by point, step by step, that sentry must

Subject: DUTY - Performance of, on Barracks Watch.

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have known his responsibilities in the event fire broke out.

- (a) He "discovered the blaze;"
- (b) He sounded the alarm which "routed the occupants;"
- (c) He sounded the alarm which sent fire equipment to the scene from two different locations;
- (d) He "raced to the building and aroused the occupants so successfully that 46 out of the 47 occupants, all army lieutenants, were saved."

4. Be forehanded. Think now about what may happen on that watch of YOURS - while you still have plenty of time to plan a course of action. As a sentry you hold a position of great trust. KEEP ALERT. DO YOUR DUTY.

/s/ V. D. BORNET  
Lt. (jg), USNR

FLEET AIR  
REASSIGNMENT BARRACKS

W-A-T-C-H L-I-S-T

section \_\_\_\_\_

date \_\_\_\_\_

DUTY MASTER-AT-ARMS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BARRACKS SENTRIES

WATCH	NAME AND RATE	BUNK NUMBER	POST ASSIGNED
2100-2400	_____	_____	Building 139
2100-2400	_____	_____	do
2400-0300	_____	_____	do
2400-0300	_____	_____	do
0300-0630	_____	_____	do
0300-0630	_____	_____	do
2100-2400	_____	_____	Building 141
2100-2400	_____	_____	do
2400-0300	_____	_____	do
2400-0300	_____	_____	do
0300-0630	_____	_____	do
0300-0630	_____	_____	do
2100-2400	_____	_____	Building 143
2100-2400	_____	_____	do
2400-0300	_____	_____	do
2400-0300	_____	_____	do
0300-0630	_____	_____	do
0300-0630	_____	_____	do
2100-2400	_____	_____	Building 147
2400-0300	_____	_____	do
0300-0630	_____	_____	do
2100-2400	_____	_____	Building 148
2400-0300	_____	_____	do
0300-0630	_____	_____	do
2100-2400	_____	_____	Building 149
2400-0300	_____	_____	do
0300-0630	_____	_____	do

MESSENGERS

WATCH	NAME AND RATE	BUNK NUMBER
1630-2000	_____	_____
2000-2400	_____	_____
2400-0400	_____	_____
0400-0800	_____	_____

STANDBYS

- (1)
- (2)
- (3)
- (4)
- (5)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL PATROL

IT B 5 (3)

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

R-O-V-I-N-G P-A-T-R-O-L

DUTY C. P. O. \_\_\_\_\_ Date \_\_\_\_\_

Watch	Name and Rate	Squadron	Bunk Number	Initials
2000-2400	_____	CASU 6	_____	_____
do	_____	do	_____	_____
do	_____	HEDRON 8	_____	_____
0000-0400	_____	CASU 6	_____	_____
do	_____	do	_____	_____
0400-0630	_____	do	_____	_____
do	_____	do	_____	_____

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

R-O-V-I-N-G P-A-T-R-O-L

DUTY C. P. O. \_\_\_\_\_ Date \_\_\_\_\_

Watch	Name and Rate	Squadron	Bunk Number	Initials
2000-2400	_____	CASU 6	_____	_____
do	_____	do	_____	_____
do	_____	HEDRON 8	_____	_____
0000-0400	_____	CASU 6	_____	_____
do	_____	do	_____	_____
0400-0630	_____	do	_____	_____
do	_____	do	_____	_____

H C >

UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

Serial Number \_\_\_\_\_ Date \_\_\_\_\_

From: Commander Fleet Air, Alameda.

To: \_\_\_\_\_

Subject: \_\_\_\_\_ - Report of.

1. Subject man is on report for the following offense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Witnesses or persons reporting the offense are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This report is forwarded for appropriate disciplinary action.

V. D. BORNET  
By Direction

-----

Fold and tear

RECEIPT

Serial Number \_\_\_\_\_ Date \_\_\_\_\_

From: \_\_\_\_\_  
To: Commander Fleet Air, Alameda.

1. The report on \_\_\_\_\_ has been received this date.

\_\_\_\_\_



11 0 5  
UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

\_\_\_\_\_ date

REPORT SLIP

MEMORANDUM

From: Chief Master-at-Arms.  
To: Barracks Officer.

Subject: \_\_\_\_\_  
          last name    initials    rate  
          \_\_\_\_\_  
          squadron            duty  
          \_\_\_\_\_  
          nature of offense

1.       The time of the offense was \_\_\_\_\_ on  
          \_\_\_\_\_.   Witnesses to the offense or persons  
          date  
reporting the offense were: \_\_\_\_\_,  
          \_\_\_\_\_, and \_\_\_\_\_.

2.       The following comments and suggestions  
are submitted for consideration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHIEF MASTER-AT-ARMS

FOR FILE PURPOSES ONLY



GENERAL INSTRUCTIONS  
FOR  
FLEET AIR RESTRICTED MEN

WHAT So YOU are on restriction? That word "restriction" means that you may not leave the limits of the Naval Air Station, Alameda. It means that you are forbidden the use of beer at ship's service. It means that you had better stay out of trouble while on restriction, because the penalties given for offenses are usually greater when the offender is a Prisoner-at-Large. You are in trouble now; don't get in any more hot water.

WHEN Restricted men muster twice a day: 0645 and 2000. Make a note of that. Speak up when your name is called. You will get no sympathy if your name is not checked because you failed to make your presence known to the mustering master-at-arms.

WHERE Musters are in the Main Barracks, wing 3, inside passage-way. Stand at attention in a straight line. If you have a question to ask, ask it publicly of the senior MAA present. Don't rely on bum dope collected hit or miss from just anybody.

SLEEP Restricted men sleep in room 8-1S. You must be in your bunk by 2200 and stay in it until 0600. A master-at-arms checks the bunks at least once an hour all night and keeps a careful record of empty bunks. Now and then all hands will be mustered in the middle of the night. Want a Summary Court Martial?

WATCHES If a watch or night duty is about to interfere with your musters or the bunk check, it is your job to get a note of explanation from a responsible officer in your outfit. Bring it to the Barracks Office before 1700 or to the MAA Office at other hours. Lean over backwards to cooperate in this and other matters....

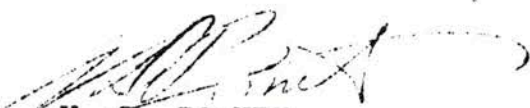
LOCKERS Room 8-1S has no lockers. Keep your regular bunk and locker during your period of restriction.

@ @ @ @            @ @ @ @            @ @ @ @            @ @ @ @

NOTE The master-at-arms force keeps in close touch with squadrons and units. The conduct of restricted men (including the musters they miss) is reported in writing without delay. You may count on complete reports of your missteps going to your personnel officer.

Any questions about musters, date of restriction, etc., should be taken up with your personnel officer or with the yeoman in the Fleet Air Barracks Office, wing 4. The telephone extension there is 707. Keep this sheet.

"I have read the above and have no further questions to ask."  
Signed: \_\_\_\_\_

  
V. D. BARNET  
FLEET AIR BARRACKS OFFICER



UNITED STATES PACIFIC FLEET  
FLEET AIR ALAMEDA

Serial Number date

From: Commander Fleet Air, Alameda.  
To: \_\_\_\_\_

Subject: Restriction - Violation of.

1. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, restricted by your activity, violated his restriction the night of \_\_\_\_\_ in that he:

(a) Missed the 2000 and 0645 musters of restricted men and was not in his bunk in the P. A. L. room all night.

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. D. BORNET  
By Direction

-----  
Fold and tear

RECEIPT

Serial Number date

From: \_\_\_\_\_  
To: Commander Fleet Air, Alameda.

1. The report on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, restricted man, has been received this date.

\_\_\_\_\_