

**ORGANIZATION
CHARTS
1 JULY 1971**





NAVAL WAR COLLEGE
Newport, R.I.

NAVWARCOL 5400.1E
1/02:md
1 July 1971

NAVWARCOL INSTRUCTION 5400.1E

From: President
To: Distribution List

Subj: Organization of the Naval War College

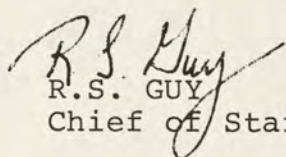
1. Purpose. The purpose of this Instruction is to promulgate the organization of the Naval War College.

2. Cancellation. NAVWARCOL Instructions 5400.1D, 5400.2, 5400.9B, 5400.12D, 5400.13D, 5400.14B, 5400.15B, 5400.16E, 5400.17E, 5400.18D, 5400.19E, 5400.21B, 5400.22A, 5400.24, 5400.25A, 5400.26B, 5400.29, 5400.31, 5400.32, and 5400.33 are cancelled and superseded by this Instruction.

3. Background. The growth in student enrollment and the increased emphasis on the professional development of officers has generated a need for a revised organizational structure for the Naval War College. The two main objectives in revising the organizational structure were to give greater autonomy to the resident schools, and to shorten communications between the operating level and the President.

4. Content and Distribution. This Instruction contains the mission and delineates in chart form the organizational structure of the College. Complete reissuance of the Organizational Manual will be made only in the event of major changes. Additions and minor organization changes will be prepared and distributed to all holders of the Manual as these changes occur.

5. Action. Effective 1 July 1971, all personnel will function under the organizational responsibilities defined.


R.S. GUY
Chief of Staff

Distribution:
3



STATEMENT OF MISSION, TASKS AND FUNCTIONS
OF THE NAVAL WAR COLLEGE

1. The mission of the Naval War College, as approved by the Secretary of the Navy, is as follows:

To provide naval officers advanced education in the science of naval warfare and related subjects in order to improve their professional competence for higher responsibilities.

2. In accomplishing the above mission, the Naval War College will provide student officers comprehensive advanced professional education directed towards an understanding of national objectives and the ways and means of applying effectively the overall political/military elements of the national power structure towards achievement of these objectives. In support of the above mission, the following functions are to be accomplished at the Naval War College.

a. Provide instruction in the Naval Warfare Course for senior naval officers, senior officers of other services, and selected civilian employees of the Federal Government.

b. Provide instruction in the Naval Command and Staff Course for mid-career naval officers, officers of other services, and selected civilian employees of the Federal Government.

c. Provide instruction in the Naval Command Course for senior naval officers of foreign nations.

d. Provide, operate, and maintain war gaming facilities for instruction, for war gaming services for the Fleet, and for war gaming of Chief of Naval Operations directed studies.

e. Provide, administer, and maintain current correspondence courses in advanced military subjects.

f. Provide collateral courses, as approved by the Chief of Naval Personnel, including:

Senior Officer Management Course
Senior Reserve Officers' Course
Reserve Officers' Command and Staff Course
Naval Reserve Officers' School Instructors' Seminar
Naval Reserve War Gaming Course

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g. Provide research and elective programs for students of resident courses.

h. Provide opportunity to NWC staff and students for optional participation in graduate and undergraduate college programs.

i. Promulgate the Naval War College Review, the annual Naval War College Journal of Abstracts of Student Research Papers, and the "Blue Book" series on International Law. Provide basic inputs to A Guide for Professional Reading for Officers of the Navy and the Marine Corps.

j. Sponsor and conduct the annual Global Strategy Discussions.

k. Maintain permanent secretariat for the biennial Conference of the Naval War Colleges of the Americas.

l. Maintain library facilities to provide study materials and reference/research facilities in support of subjects related to strategy, tactics, logistics planning, naval history, international law, and related subjects of a military nature.

m. Establish and maintain archives devoted to the history of naval strategic thinking and the development of the Naval War College.

n. Provide for in-service training for faculty and staff.

o. Provide for maintenance and repair of grounds and buildings assigned.

p. Administer assigned government housing.

q. Provide administrative reports and information as requested.

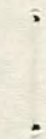
r. Provide for security of buildings, classified documents, and information.

s. Provide transportation and escort officers for visiting dignitaries.

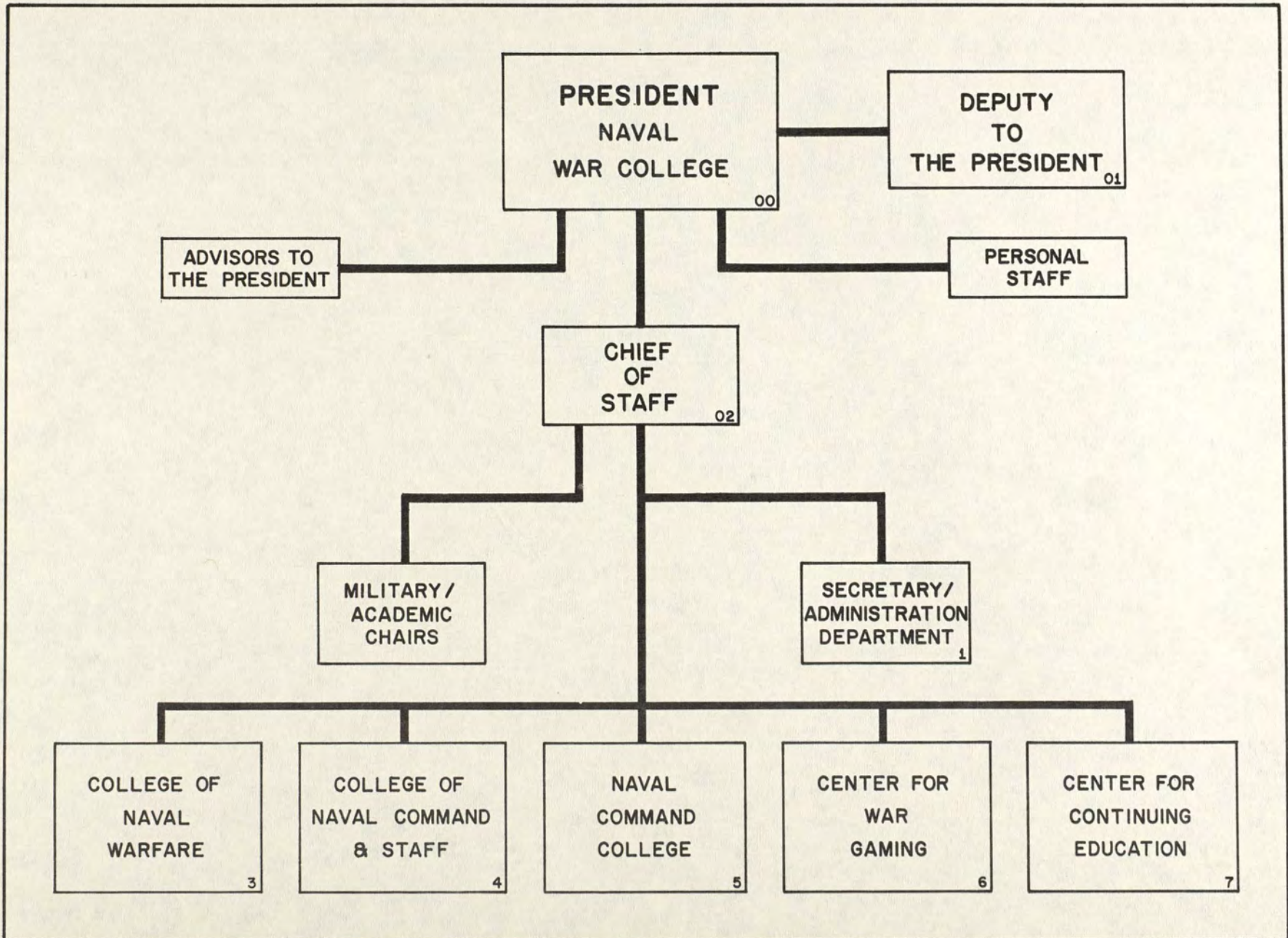
t. Provide for long-range planning of requirements for resources.

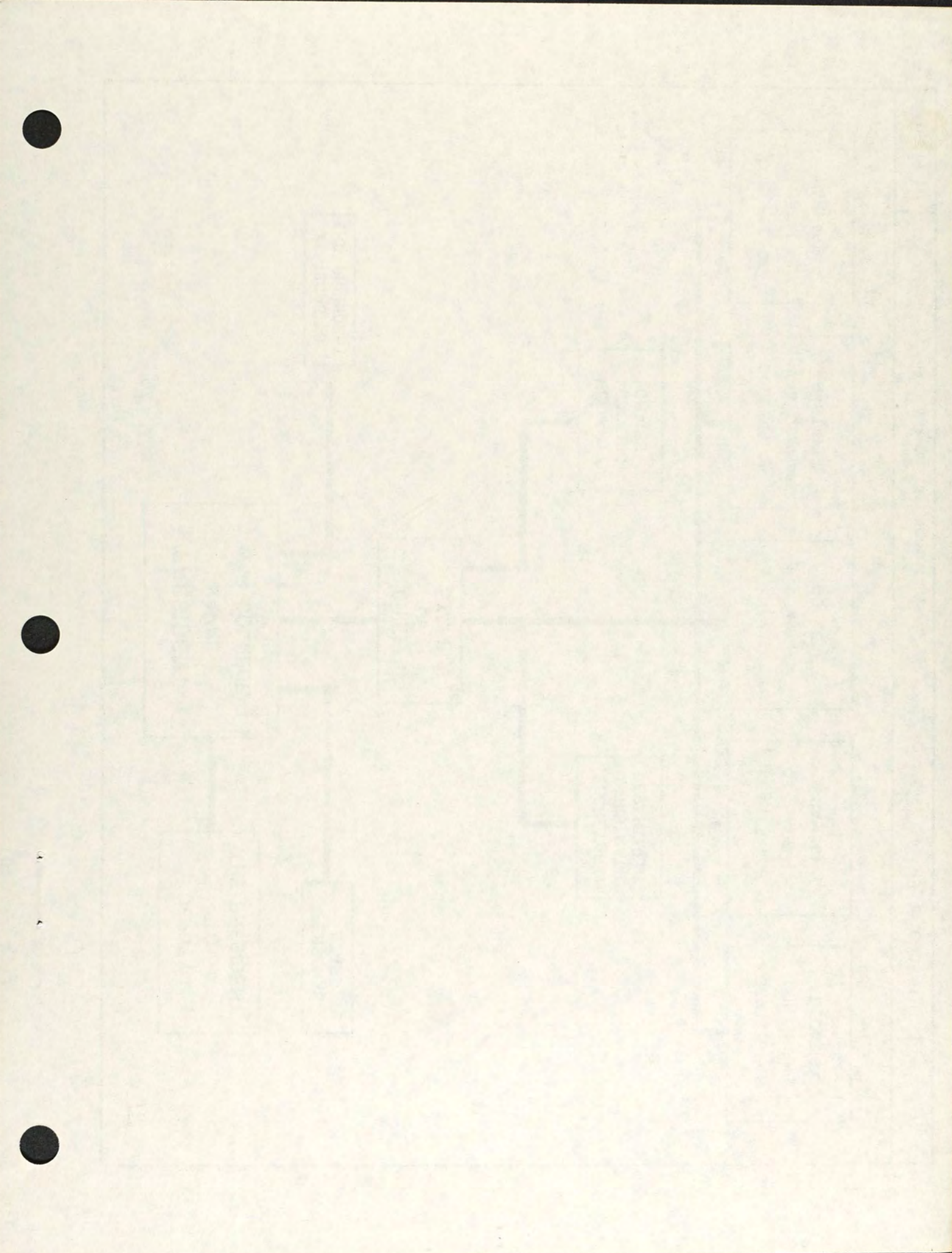
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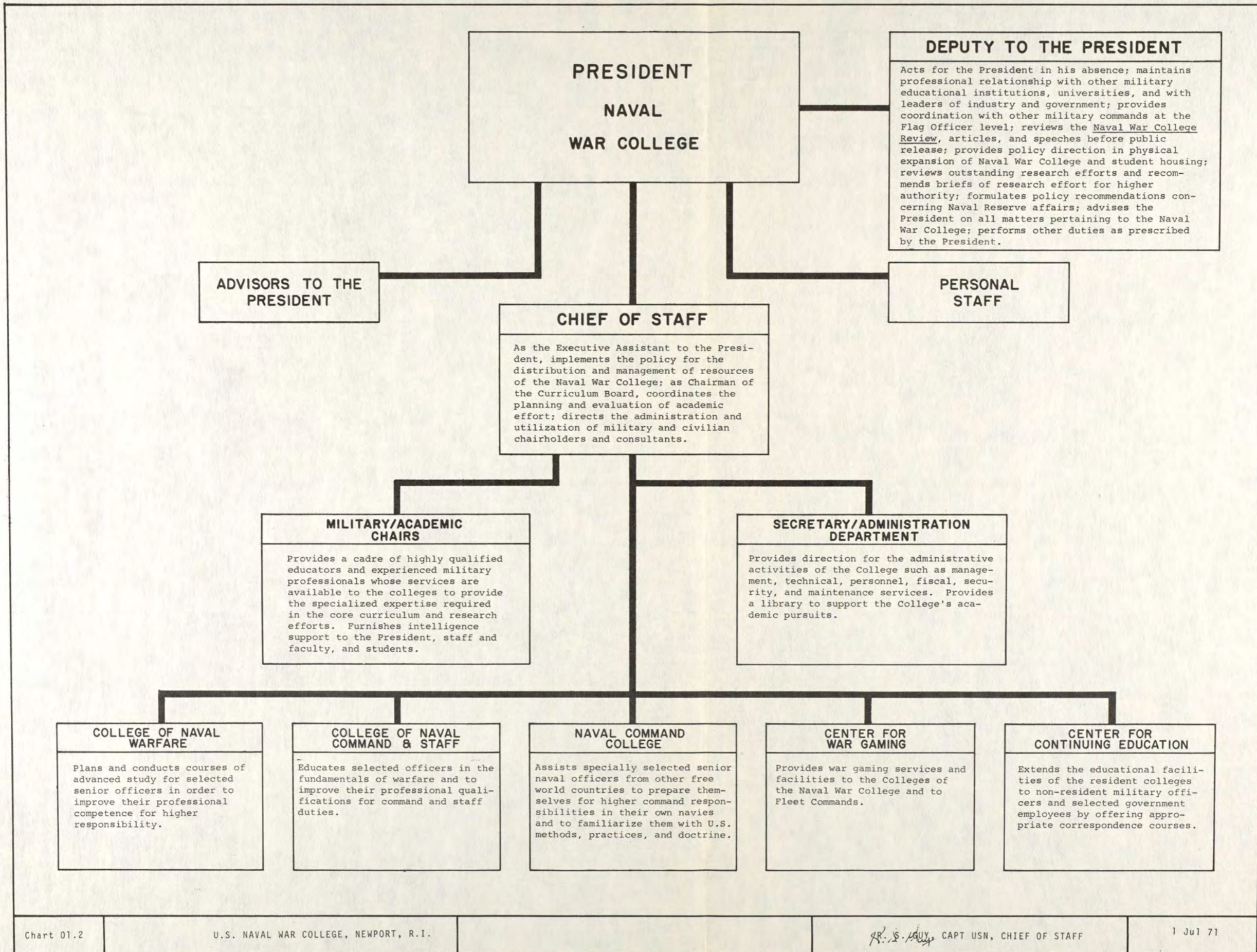
- u. Provide for mobilization planning.
 - v. Provide for timely development and revision of curricula for all courses of instruction and for the development of new courses of instruction to support the mission of the Naval War College and current or future needs of the Naval Service.
 - w. Implement the concept of the use of military chairs as a supplement to academic instruction extended into the Naval professional field.
 - x. Assist the Chief of Naval Operations and the Chief of Naval Personnel as requested on matters of advanced military education for officers.
 - y. Implement and administer the Preventive Maintenance Sub-system (PMS) of the Maintenance and Material Management (3-M) System for maintenance of all applicable and operable NAVSHIP/NAVELEX and NAVORD equipments.
 - z. Serve as host for international high level Naval Conferences as directed by the Chief of Naval Operations.
3. In accordance with OPNAVINST 1541.2D, the President, Naval War College is tasked to maintain the Navy Electronic Warfare Simulator (NEWS) and provide war game services to Fleet commands, Gaming Investigation of Major Navy Analytical Studies (GIMNAST) to the Chief of Naval Operations, and war gaming indoctrination for Fleet officers. The President, Naval War College will coordinate, schedule, and assist in the preparation and conduct of Fleet NEWS war games.











**PRESIDENT
NAVAL
WAR COLLEGE**

DEPUTY TO THE PRESIDENT

Acts for the President in his absence; maintains professional relationship with other military educational institutions, universities, and with leaders of industry and government; provides coordination with other military commands at the Flag Officer level; reviews the Naval War College Review, articles, and speeches before public release; provides policy direction in physical expansion of Naval War College and student housing; reviews outstanding research efforts and recommends briefs of research effort for higher authority; formulates policy recommendations concerning Naval Reserve affairs; advises the President on all matters pertaining to the Naval War College; performs other duties as prescribed by the President.

**ADVISORS TO THE
PRESIDENT**

**PERSONAL
STAFF**

CHIEF OF STAFF

As the Executive Assistant to the President, implements the policy for the distribution and management of resources of the Naval War College; as Chairman of the Curriculum Board, coordinates the planning and evaluation of academic effort; directs the administration and utilization of military and civilian chairholders and consultants.

**MILITARY/ACADEMIC
CHAIRS**

Provides a cadre of highly qualified educators and experienced military professionals whose services are available to the colleges to provide the specialized expertise required in the core curriculum and research efforts. Furnishes intelligence support to the President, staff and faculty, and students.

**SECRETARY/ADMINISTRATION
DEPARTMENT**

Provides direction for the administrative activities of the College such as management, technical, personnel, fiscal, security, and maintenance services. Provides a library to support the College's academic pursuits.

**COLLEGE OF NAVAL
WARFARE**

Plans and conducts courses of advanced study for selected senior officers in order to improve their professional competence for higher responsibility.

**COLLEGE OF NAVAL
COMMAND & STAFF**

Educates selected officers in the fundamentals of warfare and to improve their professional qualifications for command and staff duties.

**NAVAL COMMAND
COLLEGE**

Assists specially selected senior naval officers from other free world countries to prepare themselves for higher command responsibilities in their own navies and to familiarize them with U.S. methods, practices, and doctrine.

**CENTER FOR
WAR GAMING**

Provides war gaming services and facilities to the Colleges of the Naval War College and to Fleet Commands.

**CENTER FOR
CONTINUING EDUCATION**

Extends the educational facilities of the resident colleges to non-resident military officers and selected government employees by offering appropriate correspondence courses.

**ADVISORS
TO THE
PRESIDENT**

STATE DEPARTMENT
ADVISOR 004

SPECIAL ACADEMIC
ADVISOR 007

U. S. ARMY
ADVISOR 005

U. S. AIR FORCE
ADVISOR 006

U. S. MARINE CORPS
ADVISOR 009

U. S. COAST GUARD
ADVISOR 010

**ADVISORS
TO THE
PRESIDENT**

STATE DEPARTMENT ADVISOR

Advises the President, the staff, and the student body of the Naval War College on matters pertaining to international relations and the Department of State. Prepares and presents foreign affairs briefings to staff and students. Maintains liaison with the Department of State and its various representatives as necessary.

SPECIAL ACADEMIC ADVISOR

Acts as the principal advisor to the President and the staff and faculty in the field of academic studies associated with the curricula. Serves as principal advisor on general educational matters.

U. S. ARMY ADVISOR

Advises the President and the staff of the Naval War College on army matters; provides instruction and liaison on army, unified, and joint affairs.

U. S. AIR FORCE ADVISOR

Advises the President and the staff of the Naval War College on air force matters; provides instruction and required liaison on air force and joint affairs.

U. S. MARINE CORPS ADVISOR

Advises the President and the staff of the Naval War College on Marine Corps matters; provides instruction and required liaison on Marine Corps and joint affairs.

U. S. COAST GUARD ADVISOR

Advises the President and the staff of the Naval War College on Coast Guard matters; provides instruction and required liaison on Coast Guard affairs.

PERSONAL
STAFF

PUBLIC AFFAIRS/
PROTOCOL OFFICER

003

FLAG
LIEUTENANT

001

**PERSONAL
STAFF**

**PUBLIC AFFAIRS/
PROTOCOL OFFICER**

Advises the President and the staff of the Naval War College on public information matters. Initiates, coordinates, and supervises all programs, press and other public news media releases to keep the public informed of the role of the War College and to enhance continued public support for its objectives. Prepares press, radio and television releases on any newsworthy material. Establishes and maintains liaison with news media, civic, fraternal, patriotic, and other organizations. Coordinates participation in exhibits and special events and prepares replies to all queries received from news media. Coordinates preparation of the annual installments of the Naval War College History. Conducts Command briefings.

**FLAG
LIEUTENANT**

Acts as overall coordinator for the President's official and social calendar; supervises the President's office staff; initiates draft replies to the President's personal correspondence; acts as Division Officer for those naval enlisted personnel who are members of the President's personal staff; oversees the maintenance and repair of the President's quarters, barge and staff car.

**STAFF INTELLIGENCE AND
SPECIAL SECURITY OFFICER**

Reviews all incoming intelligence and keeps the President and his Staff informed of significant current military intelligence and critical international developments; provides current intelligence support for Staff and student research; ensures that adequate current intelligence resources are available and provided to the Naval War College; provides support to the holders of the Military Chairs, particularly the Layton Chair of Intelligence, in matters relating to intelligence; supervises the production of visual aids and graphics of a current intelligence nature and maintains intelligence files. Performs the functions attendant to his designation as special security officer. Ensures the maintenance and proper custody, stowage and destruction procedures with respect to special intelligence material. Makes appropriate arrangements for special intelligence briefings and presentations as required.

**CHIEF
OF
STAFF**

**ACADEMIC
SUPPORT OFFICE**

Provides overall coordination of the Winter Term Research Seminar, Spring Electives, and university cooperative programs; conducts liaison with the resident school Research Programs Officer to ensure that the Research and Elective Program is properly supported.

Prepares and supervises curricula planning and processing; prepares academic processing calendar; supervises the coordination of the academic employment and administration of civilian and military Chairs in providing services to the various academic activities of the College; in coordination with the supervising professor and school directors conducts the professorial recruiting program; coordinates the GWU and URI master's degree, the URI bachelor's degree candidate programs and the GRE, and CLEP and other testing programs.

Prepares agenda and records minutes for the Academic and Curriculum Boards; schedules utilization of auditorium, lecture, seminar and conference rooms; supervises the after-hours self-improvement course program; maintains graduate record files.

**MILITARY /
ACADEMIC
CHAIRS**



MILITARY/ACADEMIC CHAIRS

CIVILIAN CHAIRS

ALFRED T. MAHAN
CHAIR OF
MARITIME STRATEGY

CHESTER W. NIMITZ
CHAIR OF NATIONAL SECURITY & FOREIGN AFFAIRS

FORREST SHERMAN
CHAIR OF
PUBLIC DIPLOMACY

JAMES V. FORRESTAL
CHAIR OF
MILITARY MANAGEMENT

MILTON E. MILES
CHAIR OF
INTERNATIONAL RELATIONS

WILLIAM McCARTY LITTLE
CHAIR OF GAMING
& RESEARCH TECHNIQUE

PROFESSOR
OF
LIBRARIES

ERNEST J. KING
CHAIR OF
MARITIME HISTORY

CHARLES H. STOCKTON
CHAIR OF
INTERNATIONAL LAW

THEODORE ROOSEVELT
CHAIR OF
ECONOMICS

CLAUDE V. RICKETTS
CHAIR OF
COMPARATIVE CULTURES

THOMAS ALVA EDISON
CHAIR OF
PHYSICAL SCIENCE

CIA CONSULTANT
AND
FACULTY ADVISOR

MILITARY CHAIRS

WILLIAM F. HALSEY, JR.
CHAIR OF
AIR STRIKE WARFARE

ARLEIGH BURKE
CHAIR OF
SURFACE STRIKE WARFARE

FREDERICK J. HORNE
CHAIR OF
LOGISTICS

CHARLES A. LOCKWOOD, JR.
CHAIR OF
SUBMARINE WARFARE

HOLLAND M. SMITH
CHAIR OF MARINE
AMPHIBIOUS OPERATIONS

THOMAS H. MOORER
CHAIR OF
ELECTRONIC WARFARE

STEPHEN B. LUCE
CHAIR OF
NAVAL STRATEGY

EDWIN T. LAYTON
CHAIR OF
INTELLIGENCE

RICHMOND KELLY TURNER
CHAIR OF
NAVAL AMPHIBIOUS WARFARE

CRYPTOLOGIST

**MILITARY /
ACADEMIC
CHAIRS**

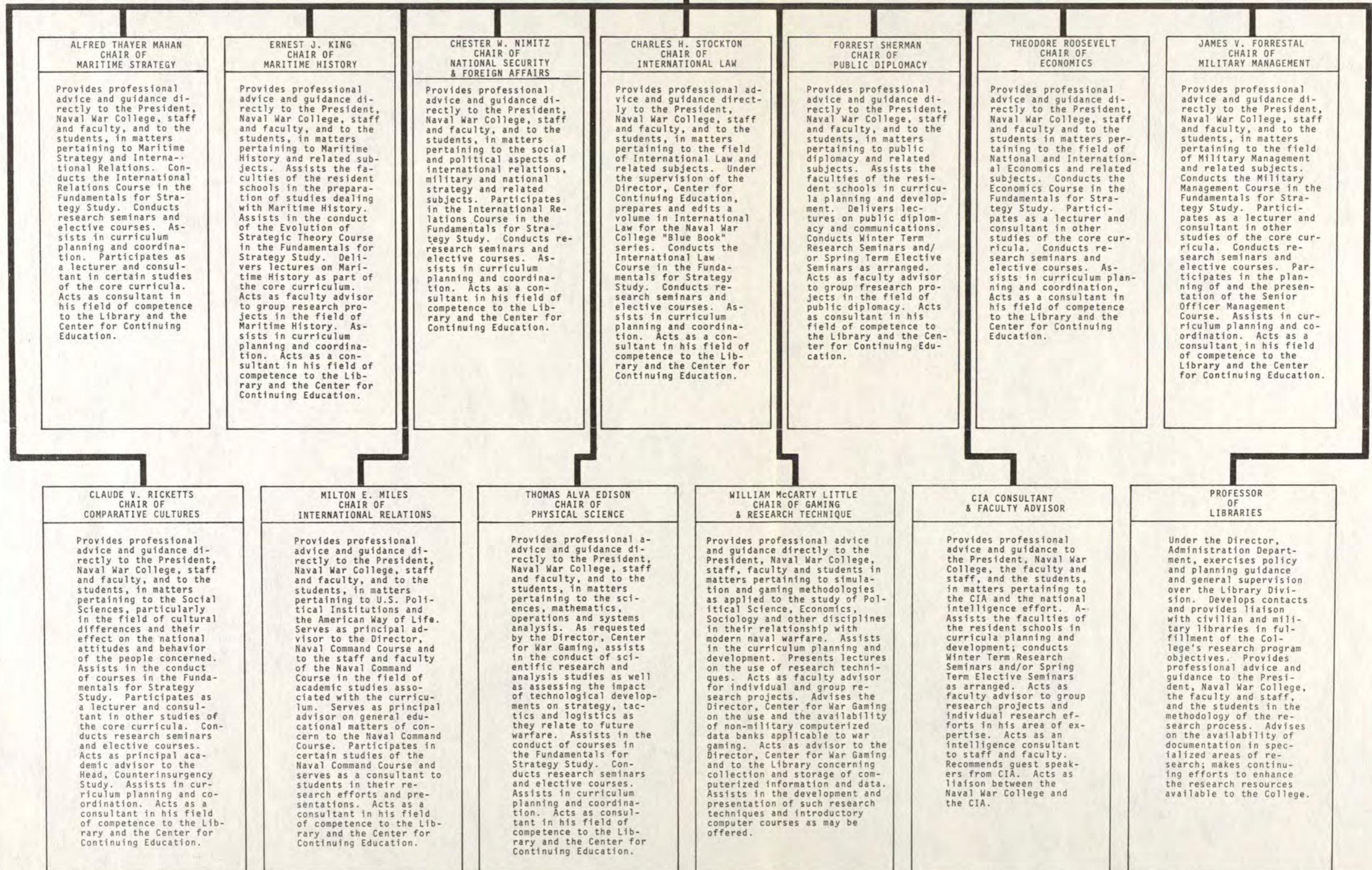
CIVILIAN CHAIRS

Provides professional advice and assistance directly to the President of the Naval War College, staff, faculty, and students in matters pertaining to his particular field of expertise and related subjects; conducts courses as applicable in the Fundamentals for Strategy Study; participates as a lecturer and consultant in other studies of the core curricula of the resident courses; conducts research seminars and elective courses in the research and electives program oriented to individual student intellectual development and academic achievement; assists in curriculum planning and coordination of the study of his particular area of expertise; acts as a consultant in his field of competence to the Professor of Libraries and to the Director, Center for Continuing Education. Individual professors may: pursue such study and research as they may elect; write for publication, and subject to the approval of the President, Naval War College, deliver lectures to organizations outside the College; attend, in an official or private capacity as may be appropriate, professional association meetings and seminars.

MILITARY CHAIRS

Provides professional advice and assistance directly to the President of the Naval War College, staff, faculty and students in matters pertaining to his particular field of expertise and related subjects; participates as a lecturer and consultant in studies of the core curricula of the resident; conducts research seminars and elective courses in the research and electives program oriented to individual student intellectual development and academic achievement; assists in curriculum planning and coordination of the study of his particular area of expertise; acts as a consultant in his field of competence to the Professor of Libraries and to the Director, Center for Continuing Education; pursues study and research in his particular area of expertise; subject to the approval of the President, Naval War College, delivers lectures to organizations outside the College; maintains liaison with his sponsor and other naval bureaus and offices and other military activities engaged in research, development and operations in his particular field of expertise; writes for publication.

CIVILIAN CHAIRS



MILITARY CHAIRS

WILLIAM F. HALSEY, JR.
CHAIR OF
AIR STRIKE WARFARE

Provides professional advice and guidance to the President, Naval War College, the faculty and staff, and the students in matters pertaining to Air Strike Warfare and related subjects. Assists the faculties of the resident schools in the preparation of studies dealing with Air Strike Warfare. Assists in the conduct of the Evolution of Strategic Theory Course in the Fundamentals for Strategy Study. Delivers lectures on Air Strike Warfare as part of the core curriculum. Acts as faculty advisor to group research projects in the field of Air Strike Warfare. Assists in curriculum planning and coordination. Acts as a consultant in his field of competence to the Library and Center for Continuing Education. Assists the staff of the Center for War Gaming in the planning and conduct of Air Strike Warfare portions of student and fleet war games.

THOMAS H. MOORER
CHAIR OF
ELECTRONIC WARFARE

Provides professional advice and guidance to the President, Naval War College, the faculty and staff, and the students in matters pertaining to Electronic Warfare and related subjects; assists the faculties of the resident schools in the preparation of studies dealing with electronic warfare. Assists in the conduct of the Evolution of Strategic Theory course in the Fundamentals for Strategy Study; delivers lectures on Electronic Warfare as part of the core curriculum. Acts as faculty advisor to group research projects in the field of Electronic Warfare. Assists in curriculum planning and coordination. Acts as a consultant in his field of competence to the Library and the Center for Continuing Education. Assists the staff of the Center for War Gaming in the planning and conduct of Electronic Warfare portions of student and fleet war games.

ARLEIGH BURKE
CHAIR OF
SURFACE STRIKE WARFARE

Provides professional advice and guidance to the President, Naval War College, the faculty and staff, and the students in matters pertaining to Surface Strike Warfare and related subjects; assists the faculties of the resident schools in the preparation of studies dealing with Surface Strike Warfare. Assists in the conduct of the Evolution of Strategic Theory Course in the Fundamentals for Strategy Study; delivers lectures on Surface Strike Warfare as part of the core curriculum. Acts as faculty advisor to group research projects in the field of Surface Strike Warfare. Assists in curriculum planning and coordination. Acts as a consultant in his field of competence to the Library and Center for Continuing Education. Assists the staff of the Center for War Gaming in the planning and conduct of Surface Strike Warfare portions of student and fleet war games.

STEPHEN B. LUCE
CHAIR OF
NAVAL STRATEGY

Provides professional advice and guidance directly to the President, Naval War College, staff and faculty, and to the students in the general area of military studies. Delivers formal and informal lectures in support of the curriculum. Conducts research seminars and elective courses. Assists in curriculum planning and coordination. Acts as a consultant in his field of competence to the Library and the Center for Continuing Education. Acts as faculty advisor to group research projects in the field of Naval Strategy.

FREDERICK J. HORNE
CHAIR OF
LOGISTICS

Provides professional advice and guidance to the President, Naval War College, the faculty and staff and the students in matters pertaining to Logistics. Assists the faculties of the resident schools in curricula planning and development. Delivers lectures on Logistics; conducts Winter Term Research Seminars and/or Spring Term Elective Seminars as arranged. Acts as faculty advisor to group research projects in the field of logistics. Acts as consultant in his field of competence to the Library and the Center for Continuing Education.

CHARLES A. LOCKWOOD, JR.
CHAIR OF
SUBMARINE WARFARE

Provides professional advice and guidance to the President, Naval War College, the faculty and staff, and the students in matters pertaining to Submarine Warfare and related subjects. Assists the faculties of the resident schools in the preparation of studies dealing with Submarine Warfare. Assists in the conduct of the Evolution of Strategic Theory Course in the Fundamentals for Strategy Study; delivers lectures on Submarine Warfare as part of the core curriculum; acts as faculty advisor to group research projects in the field of Submarine Warfare. Assists in curriculum planning and coordination. Acts as consultant in his field of competence to the Library and the Center for Continuing Education. Assists the staff of the Center for War Gaming in the planning and conduct of Submarine Warfare portions of student and fleet war games.

HOLLAND M. SMITH
CHAIR OF
MARINE AMPHIBIOUS OPERATIONS

Provides professional advice and guidance to the President, Naval War College, the faculty and staff, and the students in matters pertaining to Marine Amphibious Warfare and related subjects; provides staff supervision and guidance for the exchange of ideas and research relative to new concepts, development, testing and implementation of amphibious operations between the Naval War College and the Marine Corps Development and Education Command; assists the faculties of the resident schools in the preparation of studies pertinent to Marine Amphibious Operations; delivers lectures on Marine Amphibious Operations; acts as faculty advisor to group research projects in the field of amphibious warfare and related subjects; assists in the curriculum planning and coordination of the study of Marine Amphibious Operations; acts as consultant in his field of competence to the Library and the Center for Continuing Education; assists the staff of the Center for War Gaming in the planning and conduct of Marine Amphibious Operations portion of war games.

RICHMOND KELLY TURNER
CHAIR OF
NAVAL AMPHIBIOUS WARFARE

Provides professional advice and guidance to the President, Naval War College, the faculty and staff, and the students in matters of Naval Amphibious Warfare and related subjects. Assists the faculties of the resident schools in the preparation of studies pertinent to Naval Amphibious Warfare; delivers lectures on Naval Amphibious Warfare; acts as faculty advisor to group research projects in the field of Naval Amphibious Warfare and related subjects; assists in the curriculum planning and coordination of the study of Naval Amphibious Warfare; acts as consultant in his field of competence to the Library and the Center for Continuing Education; assists the staff of the Center for War Gaming in the planning and conduct of Naval Amphibious Warfare portions of war games.

EDWIN T. LAYTON
CHAIR OF
INTELLIGENCE

Provides professional advice and guidance to the President, Naval War College, the faculty and staff and the students in matters pertaining to military intelligence and related subjects. Assists the faculties of the resident schools in curricula planning and development, preparation of reading lists, game and planning scenarios, and similar study materials; acts as faculty advisor to group research projects in the field of intelligence; conducts Winter Term Research Seminars and/or Spring Term Elective Seminars as arranged. Recommends guest speakers for intelligence-related subjects; coordinates the outside speaking activities of other Naval War College personnel presenting intelligence or intelligence-related materials to non-Naval War College audiences; acts as a consultant to the resident schools. Prepares briefings on the "Soviet Maritime Challenge."

CRYPTOLOGIST

Cryptologic support to all Military Chairs is provided by the Cryptologic Officer assigned to the Naval War College Staff. He assists in the integration of Signal Intelligence (Communications Intelligence and Electronic Intelligence), Communication Security, and all other Naval Security Group command support responsibilities into the programs carried on by Chairholders throughout the academic year. Maintains close liaison with Naval Security Group Headquarters and field elements and the National Security Agency to further cryptologic support. The Colleges of Naval Warfare and Naval Command & Staff will also be provided cryptologic support insofar as this furthers Naval Strategy and Operations studies.

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NOTE: The Professor of Libraries, acting under the Director, Administration Department, exercises policy and planning guidance and general supervision over the Library Division.

SECRETARY AND DIRECTOR - ADMINISTRATION DEPARTMENT

Directs the administrative activities of the College including the planning, directing and coordinating of a variety of management, technical and administrative services rendered by the Department to the College. Specifically, these services include budget and financial administration, the Military Construction Program, management and systems analysis, security, publications preparation and management, photographic, graphic arts, housing, transportation, lecture programs coordination, special conference planning, audiovisual aids and auditorium services, maintenance of buildings and grounds, control of registered and classified publications, library services, scheduling of training flights for aviation officers, mail routing and control, custody of Naval officer service records, coordination of officer's report of fitness, travel arrangements, maintenance and control of supplies and equipment, space allocation, coordination of social programs, liaison with the Consolidated Civilian Personnel Office, Public Works Center and Naval Supply Center, and such special projects as may be assigned.

ASSISTANT TO THE SECRETARY

Receives, reviews and routes all incoming correspondence for the Secretary. Reviews outgoing correspondence; drafts correspondence for the Secretary; assists in the development of administrative policy, plans and programs. Provides mail and file services for the College.

MAIL & FILE

Receives, records and routes incoming correspondence, reports and directives for the College; indexes and maintains a file of incoming and outgoing correspondence; maintains a current status file of all general directives in the Navy Directives System; provides research services for correspondence; processes all classified matter; provides messenger and mail distribution services for Luce, Mahan and Pringle Halls and for Building 111; provides messenger service to and from Sims Hall.

OFFICE OF THE COMPTROLLER

Provides financial management for the College by providing guidance and instruction for preparation of budget estimates; prepares and justifies the annual budget submission. Prepares financial plans, adjusting budget to amounts actually authorized. Reviews program performance against financial plans and recommends remedial action. Conducts liaison with the Naval Supply Center for all accounting matters. Performs Plant Account control for the College. Provides and controls all supplies, equipment, and purchased services. Develops and coordinates financial programs, procedures and controls.

ASSISTANT FOR MANAGEMENT

Plans, directs and operates a combination management and systems analysis program. Provides consultative and advisory services to management at all operating levels. Conducts studies involving methods and procedures, organizational structure, space allocation and control, computer applications and paperwork management.

FLIGHT ASSISTANT

Administers and coordinates flight operations by aviation personnel attached to the College and other commands on the East Side of Narragansett Bay. Insures that aviation personnel receive the minimum required annual flight training. Develops and establishes policy guidelines, regulations, and procedures. Maintains individual flight logs for all aviators. Establishes a NAVTOPS Flight Standardization Board and an Instrument Board. Assigns pilots for the Hurricane Evacuation Bill. Issues and grades instrument and aircraft examinations. Annually revises the Naval War College General Flight Information Instruction.

PROFESSOR OF LIBRARIES

DEVELOPMENT PROGRAMS OFFICE

Provides the necessary coordination, liaison, guidance, advice, planning and direction for the implementation of the physical expansion requirements of the College. Acts as primary point of contact for all matters relating to these objectives.

ADMINISTRATIVE DIVISION

Provides administrative services, such as maintenance of Naval officer's Service Records, preparation of orders, diplomas rosters and directories; performs civilian timekeeping functions; administers the security program for the College, including the security of classified materials and the physical security of the buildings and grounds; provides for the maintenance of buildings and grounds. Directs the Disaster Control Plan; provides instrument repair services; maintains liaison with custodian of enlisted personnel records; assigns enlisted personnel to fulfill the mission of the College.

LIBRARY DIVISION

Provides a collection of books, documents and periodicals which emphasize the subject area covered by the courses of instruction. Provides source materials and reference works to support individual research and maintain collection current in those areas of professional interest to the military. Provides a capable staff of librarians to determine the needs of the faculty and students and to perform technical and reader services. Provides Registered Publications and COMTAC publications issuance and control. Provides for the collection, preservation and cataloging of historical documents. Obtains cooperation of other academic or military libraries and/or research organizations when faculty and student studies lead them to materials not held by the College. Provides library services to high-level officials of the Department of the Navy, the Department of Defense and to civilians conducting research of interest and value to the Navy. Develops long-range plans which will permit the introduction of new procedures and techniques, made possible through technological advances, to improve responsiveness. Provides suitable facilities for housing the collection and for reader services.

TECHNICAL SERVICES DIVISION

Provides graphic arts services. Provides complete publications preparation and management services. Provides or coordinates all printing and reproduction services. Administers distribution control of bulk College-generated documents of an instructional/administrative nature and student book issues. Provides complete photographic services. Provides a "copyright" office for the College. Provides sound recording, film projection and closed-circuit television services and equipment. Provides a motion picture film library. Provides a student graphic workshop facility.

OPERATIONS DIVISION

Conducts necessary liaison and performs administrative arrangements for all conferences and seminars sponsored by, or in which the College is a participant, such as the Global Strategy Discussions, Seapower Symposium, the War Colleges of the Americas, Military Educators Coordinating Conference, and conferences of similar stature; coordinates the Guest Lecture Program; provides housing and transportation services; executes such special projects as may be assigned by the Secretary.

ADMINISTRATIVE DIVISION

PERSONNEL OFFICER

Has overall responsibility for the maintenance of officer service records and administrative details concerning officer personnel, such as off-duty education, awards, officer diaries; signs, by direction, endorsements on TAD orders and routine administrative correspondence. Plans for the training and professional development of civilian personnel. Advises the Secretary on the establishment of civilian personnel policy. Maintains liaison with custodian of enlisted personnel records ensuring that appropriate action is taken regarding transfers, receipts, education, and advancement. Assigns enlisted personnel to fulfill the mission of the College. Counsels personnel when needed.

ADMINISTRATIVE/PERSONNEL SERVICES BRANCH

Exercises physical custody of, and maintains, Naval officer service records. Processes PCS, TAD, and ACDUTRA orders. Prepares situation and periodic personnel reports. Plans and executes details involved in the student check-in procedure, graduation details, such as arranging seating and procuring diplomas, detachment and check-out procedures. Conducts necessary research and executes administrative details involved in the issuance of medals and awards. Conducts liaison with CCPO for civilian personnel matters. Performs timekeeping and attendance functions for civilian personnel. Processes TAD travel requests, arranges travel, procures TR's and tickets, and processes travel claims. Conducts liaison with NFO and JAMTO as well as other activities in and outside the area.

SECURITY BRANCH

Administers the security program for the College, including the security of classified materials. Controls the Marine Special Security Guard assigned to the College. Maintains a current security clearance file for all personnel. Initiates action to obtain security clearance when required. Insures the forwarding of appropriate security clearances to cover personnel on travel. Controls the assignment of vehicular parking spaces. Directs the Disaster Control Plan.

INSTRUMENT REPAIR BRANCH

Provides services for the cleaning, adjusting, and minor repairing of office equipment, such as typewriters and adding machines. Provides engraving services for identification badges and specialized engraving requirements.

MAINTENANCE BRANCH

Provides buildings and grounds maintenance of the preventive and emergency type for the College. Provides all required custodial services. Coordinates requests for changes in telephone services. Conducts liaison with the Public Works Center for services supplied. Provides services for the relocation of all office furnishings.

MAINTENANCE BRANCH

LUCE HALL SECTION

Provides buildings and grounds maintenance of the preventive and emergency nature and all required custodial services for Luce Hall.

MAHAN HALL SECTION

Provides buildings and grounds maintenance of the preventive and emergency nature, and all required custodial services for Mahan Hall.

PRINGLE HALL SECTION

Provides buildings and grounds maintenance of the preventive and emergency nature and all required custodial services for Pringle Hall and Building 111.

SIMS HALL SECTION

Provides buildings and grounds maintenance of the preventive and emergency nature and all required custodial services for Sims Hall.



LIBRARY DIVISION

EDUCATIONAL RESOURCE CENTER
BRANCH

Maintains a collection of books, documents and periodicals relating to subject area covered by courses. Maintains source materials and reference works to support research. Maintains collection current in those areas of professional interest to the military. Provides a staff to determine the needs of the faculty and students and to perform technical and reader services. Obtains cooperation of other academic or military libraries and/or research organizations for materials not held by the College. Provides library services to high-level officials of the Navy Dept., the DOD, and to civilians conducting research of interest and value to the Navy.

PLANNING AND DEVELOPMENT
BRANCH

Creates long-range plans to centralize library services for the College. Plans the facilities required for the acquisition, processing, storage, and retrieval of information as well as facilities required by the library users for rapid efficient bibliographic and physical access to information resources. Plans for the development of computer-based systems for information processing and dissemination. Provides a technical publications library for the issuance and control of Registered Publications and Communications and Tactical Publications. Provides advisory services on library facilities and information systems.

NAVAL HISTORICAL COLLECTION
BRANCH

Develops and administers an archival program for the Naval War College. Surveys, appraises, organizes, and preserves historical documents, non-current records, and museum memorabilia on naval history. Provides reference and research services for this collection for Naval War College personnel, visiting scholars, and for personnel from other government agencies.

EDUCATIONAL RESOURCE CENTER
BRANCH

READER SERVICES SECTION

Administers the reference and circulation sections of the Reader Services Branch. Provides research, reference and bibliographic services in Mahan, Mahan Classified, Sims and Sims Classified Libraries. Circulates all library materials and maintains stacks in all libraries.

TECHNICAL PROCESSES SECTION

Develops the collections of Mahan, Mahan Classified, Sims and Sims Classified Libraries. Selects, acquires, processes, and organizes all library collections to insure physical and intellectual access by faculty/staff and students.

READER SERVICES SECTION

MAHAN UNIT

Provides research, reference, and bibliographic services to Naval War College faculty and students from the resources of the Mahan Library (200,000 volumes).

CIRCULATION UNIT

Provides circulation control and stack maintenance in Mahan, Classified, Sims, and Sims Classified Libraries and maintains custody of non-book materials and the equipment required for their use.

CLASSIFIED UNIT

Provides research, reference, and bibliographic services to Naval War College faculty and students from the resources of the collection of secret and confidential documents held by this library (60,000 items).

SIMS UNIT

Provides reference and research service to faculty and students at Sims Hall from a book collection based upon curriculum requirements (12,000 volumes). Maintains liaison with Mahan Unit to provide access to the resources of that library.

TECHNICAL PROCESSES SECTION

CATALOGING UNIT

Responsible for cataloging and classifying books, documents, and other library materials for all Naval War College libraries in accordance with the Library of Congress system.

ACQUISITION UNIT

Responsible for selection and procurement of books, periodicals, documents and other library materials for all Naval War College libraries.

PLANNING & DEVELOPMENT BRANCH

TECHNICAL PUBLICATIONS LIBRARY
SECTION

Acquires, processes, and organizes documents for the Top Secret, Communications and Tactical Publications Library, and the Registered Publications System. Acts as custodian of all Registered Publications and Top Secret material. Draws, issues, and controls all Registered Publications and Top Secret materials, insuring that proper security is maintained in all phases of handling and stowage.

Keeps all Registered and Top Secret Publications current by entering corrections and changes as they are received.

Provides reference service to faculty and students on Top Secret material held by the command.

Handles all incoming and outgoing ARFCOS materials, including maintenance of records of all ARFCOS transactions.

TECHNICAL PUBLICATIONS LIBRARY
SECTION

COMTAC PUBLICATIONS UNIT

Acts as custodian for those non-registered communications and tactical publications which have been designated COMTAC publications in the Forms and Publications Supply System.

Responsible for the acquisition of, the physical security of, proper handling of, proper accounting for, and correction of these publications.

TECHNICAL SERVICES DIVISION

PUBLICATIONS BRANCH

Performs publications management services, including the composition of printer's copy, editing, layout, and proofreading. Performs or coordinates all printing and reproduction requirements for the College.

Provides typing/composition support for faculty and student's specialized studies.

Provides quick-copy reproduction services.

Provides distribution function and stowage facilities for administrative and academic printings.

GRAPHIC ARTS BRANCH

Provides illustrating and drafting services for the College consisting of free-hand renderings as well as mechanical-aided artwork.

Maintains a library of projectable images and motion picture films.

Maintains a supply of charts and maps for stock and issue.

Maintains a Student Graphics Workshop for simple, student-prepared visual aids.

PHOTOGRAPHY BRANCH

Provides complete photographic services for the College, in black and white and color, including the development, printing and finishing of films and negatives.

AUDIO-PROJECTION BRANCH

Provides services for the operation of all types of projection, amplification, and recording equipment used at the College.

Provides a closed-circuit television system capability and videotape library.

Controls the issue of audio-projection equipment.

Performs preventive maintenance on equipment and makes minor repairs.

PUBLICATIONS BRANCH

COMPOSITION SECTION

Composes printer's copy of text material on mechanical, electro-mechanical, and magnetic devices.

Provides specialized typing and transcribing services for the College.

Creates master copies of standardized forms; composes legend-type material for use in charts, graphs, and projectable images.

EDITORIAL SECTION

Provides technical editorial services for the Naval War College Review.

Provides technical editorial services for special publications; e.g., catalogs, brochures, which will be typeset, contain drawings, photos and/or require art layout.

Compiles, formats, and prepares printer's copy of collections of readings for student academic purposes.

Provides "copyright office" for the Naval War College for information, reference services, and liaison with registered owners.

DUPLICATING & DISTRIBUTION SECTION

Distributes curricular and administrative materials for faculty and students.

Provides quick-copy reproduction services in support of administrative and academic activities.

Provides stowage, issue and accountability of bulk War College-generated documents of instructional and administrative nature not included in libraries. Provides a student book issue service.

Maintains files and stocks of printed academic materials and forms.

Establishes and maintains special distribution lists.

GRAPHIC ARTS BRANCH

CHARTS & MAPS SECTION

Procures, stocks and issues all charts and maps required to support the activities of the College.



OPERATIONS DIVISION

CONFERENCE PROJECTS BRANCH

Conducts early liaison, plans and executes administrative actions necessary before the convening of, and provides administrative assistance during all conferences and seminars sponsored by the Naval War College; coordinates all actions with the host school or designated project officer; conducts a post-conference self analysis to improve performance on repetitive type conferences.

LECTURE PROGRAMS BRANCH

In coordination with the Colleges concerned, prepares outgoing invitations, follow-up or regret letters, and letters of appreciation for all speakers visiting the College in connection with the Lecture Program; maintains a check-off system showing exact status of each lecture and lecturer, and retains complete files of correspondence on individual speakers; in coordination with the Colleges concerned, prepares a monthly schedule designating Staff officers who will host and introduce guest lecturers and act as Staff escorts and moderators; maintains files and prepares photographic report for the President, Deputy, Chief of Staff, and Academic Supervisors, giving all pertinent information concerning each guest lecturer's invitational status; retains biographies and evaluations of lecturers; prepares and distributes the Information Pamphlet for Guest Lecturers and Guide for Escort Officers.

Provides support to functions assigned to the Deputy to the President such as the Navy League Awards Program, participation in the Frank C. Nash Memorial lecture program, liaison with the members of the Board of Advisors; assists in the preparation of materials required for the Board's meetings and coordinates the necessary arrangements for the meetings of the Board of Advisors.

HOUSING & TRANSPORTATION BRANCH

Coordinates all requests for housing. Recommends the assignment of faculty and students to Government Quarters, Provides listings of available non-government quarters; arranges appropriate accommodations for War College guests.

Operates a motor vehicle pool to provide surface transportation necessary for the accomplishment of the mission of the Naval War College.

