

# SHIP'S ORGANIZATION

## General

The function of a naval ship is primarily to fight or to provide support to naval combat operations. If a ship is to function well in combat, the crew must be organized in such a way that it can be effectively directed and controlled to accomplish its mission. Hence, the requirements for battle is the basis for organization of naval ships.

The ship's organization is essentially a war organization developed on the theory that ships operating in peacetime can be expanded quickly to a wartime operating condition if it becomes necessary. It consists of functional groupings, such as navigation, operations, engineering and damage control, weapons and supply, called **departments**, headed by key officers who are designated **Department Heads**. These key officers perform their administrative functions as well as carry out the requirements for battle as necessitated by the tactical situation. The Commanding Officer, who exercises overall command assisted by the Executive Officer, directs them to engage the enemy to the best of his ability.

### 3.1.2. Ship's Administrative Organization

Basically, a PN ship is organized into four (4) departments, namely: Operations, Engineering and Damage Control, Deck and Gunnery and Mess and Supply. Large combatant or other type ships may have separate Weapons, Repair or Supply Departments and ships particularly hospital ships may have an organic or attached Medical Department. See Figure 3-1 for a typical shipboard administrative organization.

a. **Commanding Officer**. All commissioned ships of the Philippine Navy operates under the authority of a Commanding Officer (CO), a line officer who, by virtue of his training and experience, is assigned by the FOIC, PN with a responsibility to command the ship. No matter what his rank is, he is called "Captain." The CO is charge with the absolute responsibility for the safety, well-being and efficient operation of his command. He must exert every effort to maintain his command in a high

state of operational readiness. His specific duties, responsibilities and authority are set forth in the AFP and PN regulations and the customs and traditions of the naval service. Within the limits as prescribed by laws and regulations, he may delegate authority to his subordinates, but such delegation in no way relieves him of his responsibility of command.

b. **Executive Officer**. The Executive Officer (EXO), often called "Exec", is a line officer next in rank to the CO who is designated second in-command of the ship. In case the CO is injured or killed, the XO becomes the acting CO and he must be prepared to assume command. The EXO is the direct representative of the Commanding Officer and all orders issued by him shall have the same force and effect as though issued by the commanding officer. He is primarily responsible for the administration of the ship and personnel, overall training, daily routine, and the maintenance of good order and discipline in the entire command. In the performance of his duties, he shall conform to and effectuate the policies and orders of the commanding officer and shall keep him informed of all significant matters pertaining to the command. The EXO reports directly to the Commanding Officer. All department heads reports to him for all matters pertaining to the internal administration of the command. His specific duties are as follows:

- a) Prepare and maintain ship's bills and orders for the organization and administration of the command as a whole.
- b) Assign the personnel to departments or to major divisions of the command.
- c) Maintain records of personnel.
- d) Supervise and coordinate ship's works, training exercises, drills and education of personnel.
- e) Supervise and coordinate ship's operational plans and schedules.
- f) Prepare and promulgate the plan of the day.
- g) Make frequent inspections, in company with subordinates concerned if practicable and take such remedial action to correct deficiencies as appears necessary.
- h) Ensure that all prescribed or necessary security measures and safety precautions are understood and properly observed.

- i) Evaluate the performance of officers and enlisted personnel.
- j) Regulate leave and liberty of personnel.
- k) Maintain high morale within the command.
- l) Direct the investigation of alleged violation of Articles of War, AFP and PN regulations, ship's regulations and other military and civil laws and recommend appropriate disciplinary action.
- m) Ensure that the CO is advised of all casualties, deficiencies and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.
- n) Act on all personal requests.
- o) Supervise reception of ship's visitors.
- p) Perform such other duties as maybe assigned.

In the performance of his duties, the EXO is assisted by some executive assistants, junior officers who maybe assigned or designated as Administrative and Personnel Officer and Training Officer, and the most senior enlisted personnel as Chief Master-At-Arms.

Chief Master-At-Arms - The Chief Master-At-Arms enforces AFP and PN regulations, ship's regulations and other directives; assists the OOD in the execution of ship's routine including responsibility for crew turning out promptly at all hands evolutions and reveille, supervising the control of standing lights, maintaining silence after taps, handling of liberty parties leaving the ship or returning aboard and in the processing of all newly reported personnel; supervises extra duty men and men performing punishments, the rigging and unrigging for church, movies and other special functions and the preparation of delinquency reports; maintains a lucky bag; furnishes escorts for the CO, EXO and visitors as directed; renders 8 o'clock reports if not designated to BMW or DPOW; and, ensures the safety and welfare of prisoners at the brig, frequent inspections of the ship, that ship's regulations and instructions pertaining visitors are adhered to and the presence of masters-at-arms at all messlines, pay lines, store lines, captain's masts and courts-martials, at scenes of emergencies and other official gathering of personnel.

If no other officer is designated, the Executive Officer performs the following collateral duties:

- a) Navigator
- b) Operations Officer

- c) Intelligence Officer
- d) Administrative and Personnel Officer
- e) Training Officer
- f) Public Affairs Officer

c. **Heads of Departments**

The head of a department functions as the direct representative of the Commanding Officer in all matters that pertain to the department and as such, he shall conform to the policies and comply with the order of the commanding officer. He shall not disable the equipment for which he is responsible when such action may affect adversely the safety or operation of the command, without permission of the Commanding Officer.

A department head reports to the Commanding Officer for the operational readiness of his department, the general condition of equipment and other facilities including the need for and progress on major repairs and any circumstance or condition which may adversely affect operational readiness and any matters relating to his department whenever he believes such action necessary for the good of his department or the naval service. He reports to the Executive Officer for all administrative matters and keeps him appropriately informed of direct reports to the commanding officer. The specific duties of the heads of departments are as follows:

- a) Organize and train his department in accordance with the ship's training program to ensure readiness for battle.
- b) Prepare and maintain bills and orders for the organization and operation of the department.
- c) Assign personnel to stations and duties within the department.
- d) Plan, direct and supervise the work and training of personnel within the department.
- e) Ensure that all prescribed or necessary security measures and safety precautions are conspicuously posted and strictly observed and that personnel within the department are frequently and thoroughly instructed and drilled in their observance.

f) Make frequent inspections of personnel and materials of the department including spaces assigned thereto and take necessary action to correct defects and deficiencies noted.

g) Be responsible for the proper operation, care, preservation and maintenance of equipment and other materials assigned to the department including periodic inventories and accounting of same as prescribed by competent authorities.

h) Be responsible for the maintenance of records and the submission of reports required of the department.

i) Be the custodian of the keys of all spaces and storerooms of the department.

j) Be responsible for the cleanliness and upkeep of spaces assigned to the department.

k) Maintain a current ship's maintenance project within the department.

l) Approve exchanges of duty between similarly qualified personnel within the department, recommend privileges, meritorious masts or disciplinary actions.

m) Maintain an established standard of performance and conduct; evaluate drills and exercises and recommend performance evaluation of personnel within the department.

n) Maintain the department organization manual and directives if necessary and ensure proper dissemination and observance of same.

1. **Navigator**. The Navigator is the head of the Navigation Department who is normally the most senior of the watch officer. In ships without a Navigation Department, navigation becomes a function of the Executive Officer and as such, he is designated as the Navigator. If the Executive Officer is also the designated Operations Officer, a Navigation Division is placed under the Operations Department, otherwise, it is maintained as a division under the Executive Officer. The Navigator is responsible to the Commanding Officer for the safe navigation and piloting of the ship. He shall receive all orders relating to his navigational duties directly from the CO and shall make reports in connection therewith directly to him. His specific duties are as follows:

a) Advise the CO and the OOW as to the ship's movements and if the ship is running into danger, as to a safe course to be steered and as such, he shall:

1) Maintain an accurate plot of the ship's position by astronomical, visual, electronic or other appropriate means.

2) Prior to entering pilot waters, study all available sources of information concerning the navigation of the ship therein.

3) Give careful attention to the course of the ship and depth of water when approaching land or shoals.

b) Responsible for the operation, care and maintenance of the ship's navigational equipment.

c) The above duties shall be performed by the navigator whether or not a pilot is on board.

2. **Operations Officer**. The Operations Officer is the head of the Operations Department. The Operations Officer is responsible under the Commanding Officer for the collection, evaluation and dissemination of combat and operational information required for the assigned mission and tasks of the ship. His specific duties are as follows:

a) Conduct of surface and air search.

b) Execution of electronic warfare.

c) Control of aircraft, if assigned.

d) Collection and analysis of intelligence information.

e) Preparation of operation plans and orders.

f) Conduct of underwater search and torpedo detection.

g) Maintenance and repair of all electronics equipment.

h) Collection, interpretation and dissemination of meteorological information.

The following officers, if assigned or designated, whose duties are indicated, reports to the Operations Officer:

1) **Combat Information Center (CIC) Officer** - He is responsible for the collection and dissemination of combat and operational information; operation, care and maintenance of equipment CIC equipment except those assigned to other officers; training of CIC personnel; and, control of aircraft, when assigned.

2) Communications Officer - He is responsible for supervising the receipt, transmission and routing of ship's messages; operation and maintenance of visual and electronic communications equipment; proper handling and control of all registered publications; and, the maintenance of communications security which includes crypto, transmission and physical security.

If no other officer is assigned or designated, the Operations Officer performs the following collateral duties:

- 1) CIC Officer
- 2) Communication Officer
- 3) Electronics Warfare Officer
- 4) Meteorological Officer
- 5) Top Secret Control Officer
- 6) Crypto Officer
- 7) Registered Publications Custodian

3. Engineering Officer. The Engineering Officer is the head of the Engineering Department. This department includes the function of damage control and repair and may have officers assigned or designated to perform such functions. The Engineering Officer is responsible to the Commanding Officer for the operation, care and maintenance of all propulsion and auxiliary equipment; the control of damage; and, the accomplishment of repairs.

The following officers, if assigned or designated, whose duties are indicated, reports to the Engineering Officer:

1) Damage Control Officer - He is responsible for prevention and control of damage including control of stability, list and trim; placing the ship in proper condition of closure as ordered by the CO; coordination and supervision of compartment tests for tightness; maintenance of bills for control of stability; posting of correct compartment check-off list; training of ship's personnel in damage control including fire fighting, and emergency repairs; and, operation, care and maintenance of auxiliary machinery piping and drainage systems, shop repair facilities and the repair of hull and boats.

2) Repair Officer - He is responsible for planning, scheduling, accomplishing and inspecting works to ensure its timely and satisfactory completion; establishment of an adequate job order

system; and, preparation of estimated funds required for work to be performed.

If no other officer is assigned or designated, the Engineering Officer performs the following collateral duties:

- 1) Damage Control Officer
- 2) Repair Officer
- 3) Safety Officer

4. **Weapons Officer**. In large combatant ships where there is a preponderance of weapons systems, the Weapons Officer is the head of the Weapons Department. This department includes the functions of anti-submarine warfare (ASW), gunnery and deck seamanship and normally have officers assigned or designated to perform the functions. ***In smaller ships, however, there is only a Deck and Gunnery Department headed by a First Lieutenant and Gunnery Officer who perform the functions of deck seamanship and gunnery.*** If the ship is armed with ASW weapons, an ASW Officer is designated who reports to the Operations Officer for the employment of such weapons. The Weapons Officer is responsible to the Commanding Officer for the supervision and direction of the employment of the ordnance equipment and the equipment associated with seamanship.

The following officers, if assigned or designated, whose duties are indicated, report to the Weapons Officer or to the Commanding Officer in the case of the Deck and Gunnery Officer for ships with only a Deck and Gunnery Department or to the Operations Officer in the case of the ASW Officer for ships armed with ASW weapons:

2) **Gunnery Officer** - He is responsible for the conduct of gunfire; operation, care and maintenance of all guns including designation and fire control equipment and associated ordnance; and, training of gunnery personnel and gun crews.

3) **Deck Officer (First Lieutenant)** - He is responsible for the preservation and cleanliness of the exterior of the ship

except that part assigned to another department; operation, care and maintenance of the ground tackle, mooring lines and related equipment, ship's boats, except boat machinery, and of the life rafts and other lifesaving equipment; towing gears and equipment, rigging, gangways, fueling and provisioning at sea gears and other deck appurtenances and equipment related to deck seamanship including those involved in loading and unloading operations; planning and execution of deck seamanship evolutions and operations including anchoring, mooring, fueling and replenishment at sea; supervising loading, unloading and stowage of cargo; and, supervising operation of paint, sail and boatswain's lockers as well as garbage disposal.

If no other officer is assigned or designated, the Deck and Gunnery Officer performs the following collateral duties:

- 1) Cargo Officer
- 2) Special Service Officer
- 2) Athletic Officer

5. **Mess and Supply Officer.** The Mess and Supply Officer is the head of the Mess and Supply Department. In large ships, the Mess and Supply Department maybe organized separately and would have officers assigned to perform each functions. The Mess and Supply Officer is responsible to the Commanding Officer for procuring, receiving, storing, issuing, shipping, transferring, accounting and while in his custody, maintaining all stores, provisions and equipment of the command.

If no other officer is assigned or designated, the Mess and Supply Officer performs the following collateral duties:

- 1) ASW Officer
- 2) Ship's Store Officer
- 3) SWF Custodian